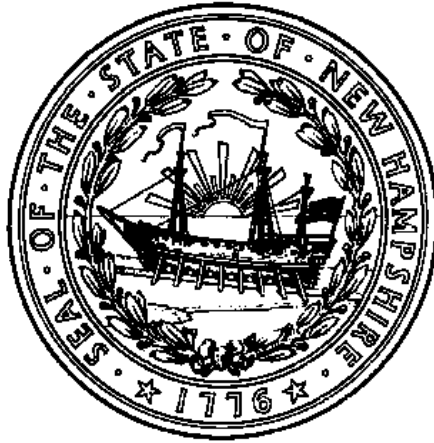


# STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE



## MICROSOFT ACCESS VICTIM CONTACT DATABASE MANUAL

Version 2.1

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\* Please note that converting an Access report to a Word format often results in changes in the graphics (i.e. underlines, lines, etc.). The graphics on some of the reports as presented here are therefore somewhat different in the actual Access reports.

This manual is available in an Adobe Acrobat format on our website at [www.state.nh.us/nhdoj/grants.htm](http://www.state.nh.us/nhdoj/grants.htm)

This database application was created by the New Hampshire Department of Justice, Grants Management Unit and provided gratis to its subgrantee agencies. The New Hampshire Department of Justice does not assume any liabilities related to the use of this program.

## **System Overview**

The Victim Contact Database has been built with the Microsoft Access database program and designed to track all the victim statistics required by various Federal grant programs, the NH Coalition, various towns, counties, etc. The database may be customized somewhat to each agency's needs but the core of the program is standardized to provide uniform reporting to the NH Department of Justice (and to the NH Coalition for its members). Reporting of the data is accomplished via sending the transactions in a confidential format (name, address, phone data excluded) to the NH Department of Justice.

The program has not been compiled and is wide open to modification. It is meant to be a tool that agencies can build on. In designing the system, simplicity was often chosen over elegance in order to make it easier for agencies to work with and customize on their own if desired. **Agencies are encouraged to customize their programs as long as they stay within the existing core structure. In general, this means that agencies are welcome to add reports, data fields, menus, etc. but should not change or delete any existing fields, forms, queries, reports, etc.** The Custom Applications Menu may be used to set up any custom applications developed by an agency as menu driven. Please note that if your agency needs a report that is not provided, it is likely that other agencies could use the same report. **To the extent that there may be universal appeal and resources allow, the Grants Management Unit will endeavor to develop additional reports requested by agencies and make these reports available to all agencies through regular program updates. Please call the Grants Management Unit with any questions concerning program modifications or customized reports.**

The system consists of one Microsoft Access Database file containing two primary database tables:

- The **Contact Victim Table** contains all the information about the victim and the crime. There will be ***only one record for each victim in this table.*** The victim's **Name** will be the controlling field (Primary Key) and duplicate names are not allowed. There is a secondary key field automatically assigned by the system, Keyvicno, which is used by the NH Department of Justice database as the confidential Name field has been excluded. The **Initial Call/Contact Date** field is the reference for when a victim is considered a "New" victim and is a required field. The **Victim/Contact Type** field (Primary, Secondary, Third Party) is also a required field (other Victim/Contact Types may be used to track Abusers, Homeless, etc. but are not included in the standard VOCA/VAWA reports. When a victim calls for the first time a new record with a unique Name must be created in this table. See Appendix A for Contact Victim Table file specifications.

- The **Contact Services Table** contains the information about services provided in each agency contact with a victim. The initial victim contact and each subsequent victim contact each require a separate Services record that is linked to the Contact Victim Table by the **Name** field. A given victim can have an infinite number of Services records, each linked to the one Contact Victim Table record with the identical the victim **Name**. The data entry procedure is set up such that the **Name** and **Keyvicno** fields are automatically copied from the Victim record to each new Services record ensuring that the link between the two tables is secure. Each record also has a required **Contact Date**. See Appendix B for Contact Services Table file specifications.

There are many other Access Tables, Forms, Queries, Reports, and Macros that comprise the system. They are all in support of the entering and reporting data from these two principal data tables. The system is designed to get the data entered as quickly and accurately as possible and to preserve data integrity. **The system also includes a separate facility for tracking Outreach statistics (see Outreach Menu).**

## **System Requirements**

- An IBM compatible Pentium class personal computer
- Microsoft Access version 7.0 (Access for Windows 95) or above. Older versions of Access are not supported and are not Y2K compliant.

## **Installation**

### **CD Version**

- Copy the database file (.mdb extension) from your CD drive (usually D:) to the desired destination.

### **Diskette Version**

- Insert diskette and click **Start**, **Run**, type A:\Install.bat in the **Open** window, and click **OK**.
  - After the diskette installation is complete, click the **X** in the upper right hand corner to close the DOS window.
- The installation creates a VICTIMDB folder on your hard drive (C:\VICTIMDB) and copies two files to it. The first file has a .ZIP extension and is your database in a compressed format. The second file, PKUNZIP.EXE, is used to decompress the zipped database file. As soon as the two files have been copied to your hard drive, the installation program will uncompress the ZIP file to create a third file, your executable database file, which has a .MDB extension.

**ONLY INSTALL THIS SOFTWARE ON ONE COMPUTER.** Entering data into separate computers/databases and combining the data afterward is problematic. The best, most accurate way to key data is to have one user do it all (with a trained backup available). If you want to use this on multiple computers, it is best to use one database shared on a network. IF YOU REALLY NEED TO DO DATA ENTRY IN MORE THAN ONE LOCATION, YOU WILL NEED A SEPARATE CUSTOM DATABASE. THE DATA AND REPORTING WILL BE KEPT SEPARATE. PLEASE CONTACT THE NH GRANTS MANAGEMENT UNIT IF THIS IS AN ISSUE.

### **Starting the Program**

- From your ACCESS program, open the database found in the C:\VICTIMDB folder (each agency's database has been customized so they have different names based on the agency name).
- If you are running a higher version of ACCESS than 7.0 you will be prompted to convert the database to the version that you are running. Go ahead and convert it, which will require assigning a new filename.

## **BACKUP IS ABSOLUTELY ESSENTIAL**

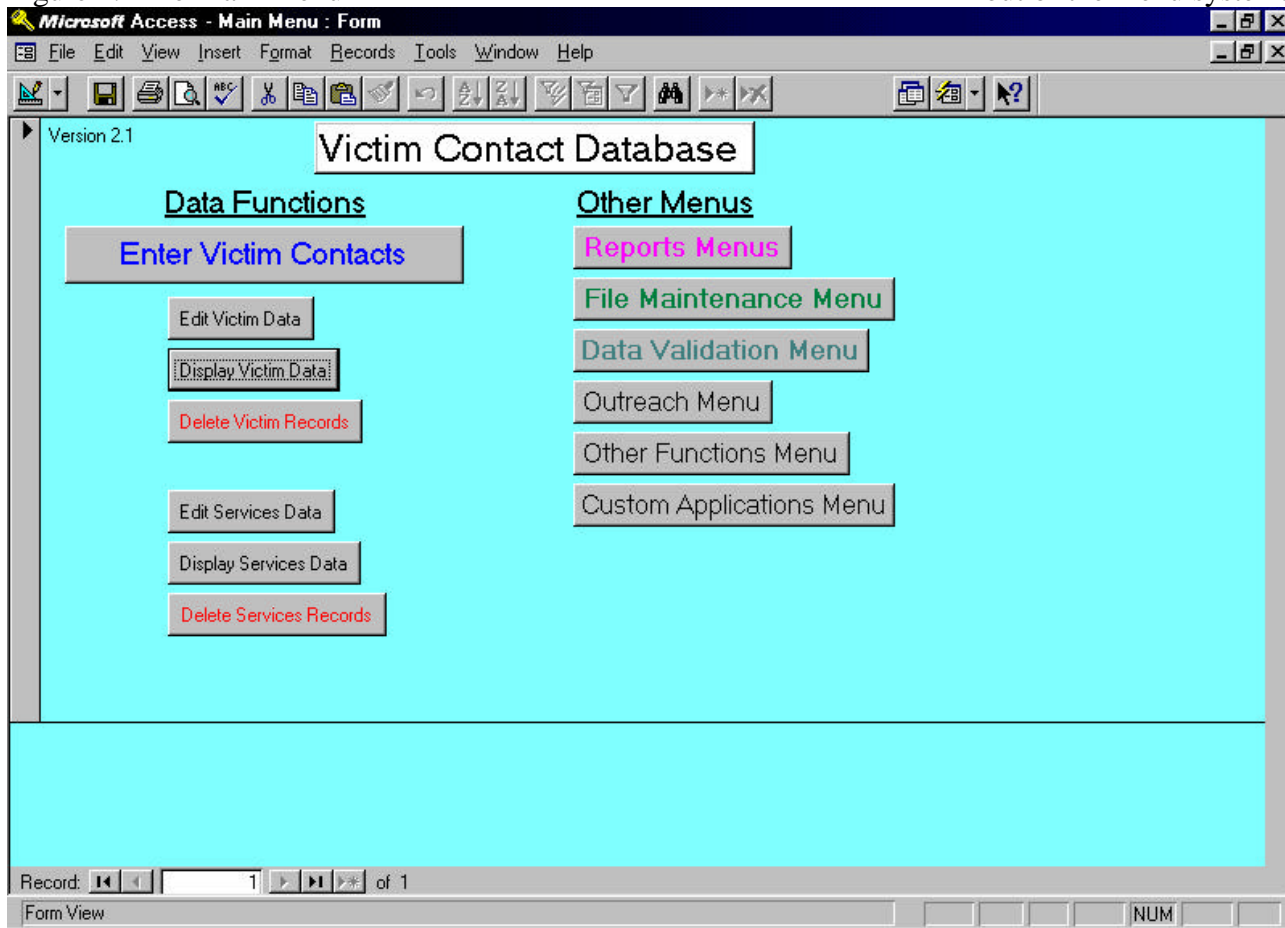
Anytime you have added or changed anything in the database, it should be backed up.

- You should always have **multiple sets of backups** that get rotated. This avoids the possibility of a "read error" off your only backup disk or of inadvertently copying over your only good backup copy with a corrupt one.
- You should always have at least one recent backup stored **OFF SITE** to guard against fire, theft, flood, pestilence, magnets and Acts of God.
- Compacting the database regularly will help keep the file size down. **First BACKUP the database.** Then from Access with all databases closed, click **T**ools, **D**atabase **U**tilities, and **C**ompact Database. You can assign the same name to the compacted database.

## The Menu: An Overview

The system is entirely menu driven. When you first open the database file in ACCESS the blue **Victim Contact Database** Main Menu (Figure 1) automatically opens (via an ACCESS Macro named AutoExec). From there you can run the system by clicking buttons, answering prompts and filling in data entry forms. **To break out of the menus and get to the ACCESS program itself, simply click the lower of the two “X”s in the upper right hand corner of the blue “Victim Contact Database” Main Menu.**

Figure 1. The Main Menu



**Data Functions:** Data Entry screens for both the Victim and the Services data files are accessed by clicking the large **Enter Victim Contacts** option. The Edit Data options should be used to make changes to existing data, **not** to enter new data. The Display Data options allow access to the data while eliminating any possibility of changing or deleting anything. The Delete Records options allow data records to be deleted.

**Other Menus:** The Reports Menus; File Maintenance Menu; Data Validation Menu; Outreach Menu; Other Functions Menu and Custom Applications Menu can be opened by clicking their respective buttons off this Main Menu.

The **Reports Menu** (Figure 2) and **More Reports Menu** (Figure 3) have buttons to run the provided reports. Almost all reports prompt the user to “Enter the Beginning Date” and “Enter the Ending Date” so that any given report can be run for any time frame. The “Quarterly Reports” represent the information that used to be provided to the NH Coalition’s quarterly reports. The data transactions sent to the NH Department of Justice on a quarterly basis replaces these reports but agencies may want to run them for their own purposes. The rest of the “Other Reports” on the two reports menus are mostly variations of the Quarterly Reports. Note that the optional Outreach Reports are on the Outreach Menu. See Appendix D for sample copies and explanations of all the reports.

Figure 2

**Microsoft Access - Reports Menu : Form**

File Edit View Insert Format Records Tools Window Help

**More Reports Menu** **Reports Menu** **Return to Main Menu**

**Quarterly Reports**

- A. Victim Totals by Type
- B. Services by Crime Category
- C. Victim Age Range by Category
- D. Primary Victim Relationship to Assailant
- E. Secondary Victim Relationship to Victim
- F. Referrals by Crime Category
- G. Shelter/Safe Housing
- H. Third Party Info and Referral
- I. Victim Ethnicity
- J. Victim Disability
- K. Underserved

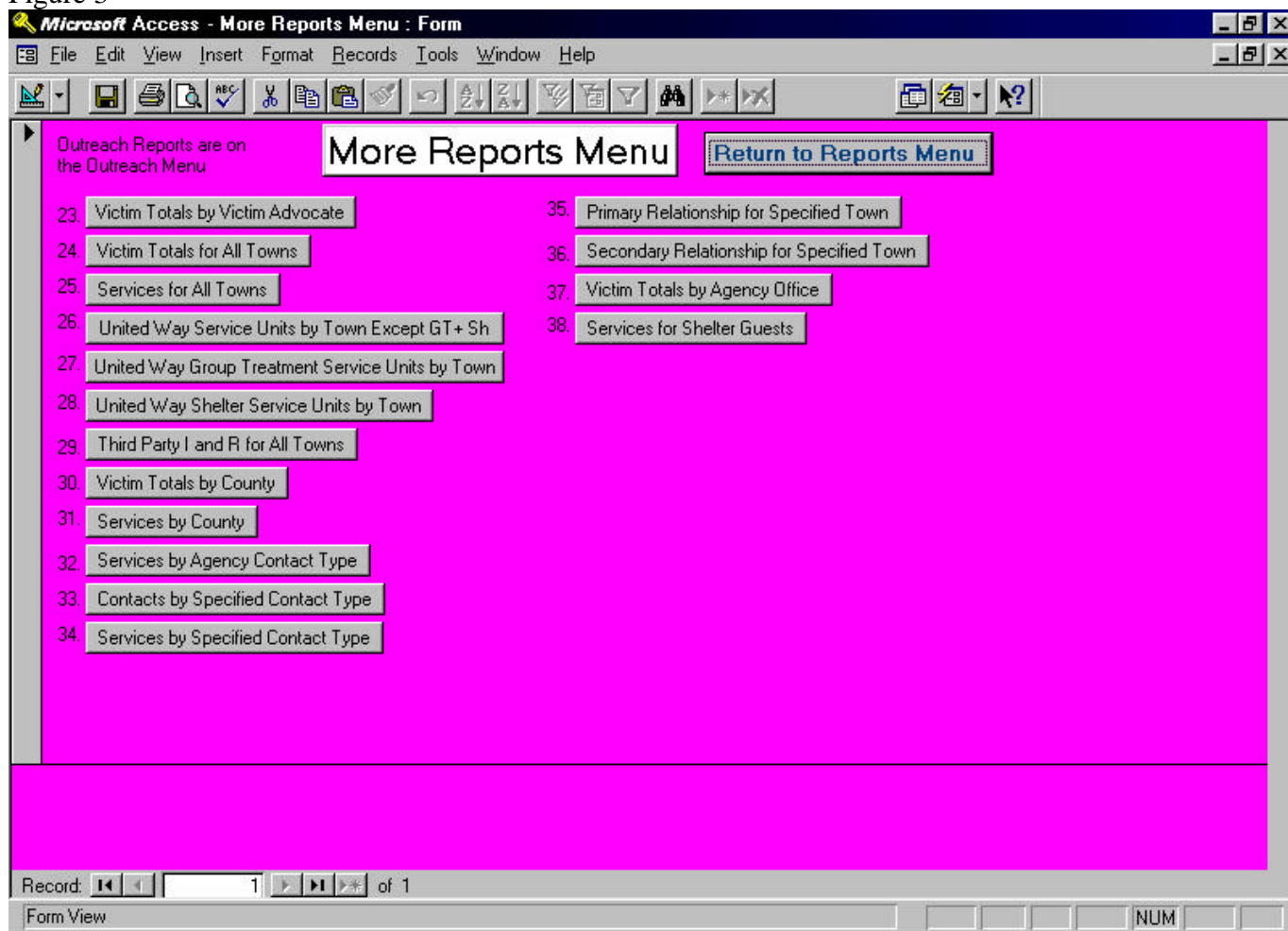
**Other Reports**

- 1. Services by Victim Type
- 2. Services by Agency Office
- 3. Services by Victim Advocate
- 4. Services by Amer/Vista Member
- 5. Services for VAWA Project
- 6. Victim Totals for VAWA Project
- 7. Children and Single HOH
- 8. Victim Income Range
- 9. Location of Incident
- 10. Assailant Substance Abuse
- 11. Victim Substance Abuse

Record: 1 of 1

Form View

Figure 3



There are an extraordinary number of reports that could be created from a system with this many data elements. The reports that have been provided may not meet all your reporting requirements. You may use Access to create your own custom queries and reports as needed. In many cases it will be possible to perform minor edits on renamed copies of existing reports and/or their underlying queries to create new customized reports. **To the extent that there may be universal appeal and resources allow, the Grants Management Unit will endeavor to develop additional reports requested by agencies and make these reports available to all agencies through regular program updates. Please call the Grants Management Unit with any questions concerning program modifications or customized reports.**

We suggest that you use the Custom Applications Menu for setting up menu buttons to run any queries and/or reports you may develop. This avoids the danger of a future upgrade wiping out your customized menu buttons.

The green **File Maintenance Menu** (Figure 4) gives users access to editing the tables used for the lookup (Combo) boxes used in the data entry forms. The fields/tables listed in the box on the left side of the screen represent information that must be kept standardized (mostly due to Federal reporting requirements). **Do not add any new values to these tables unless they are on the provided Master List (see Appendix C) or have been approved by the Grants Management Unit.** The fields/tables listed on the right side of the are for optional and/or agency specific data and may be edited as needed by the agencies without any regard for standardization.

Figure 4

**File Maintenance Menu** [Return to Main Menu](#)

Please use values from the Master List or check with NH DOJ for standard values for these Victim Data fields.

Victim Data Fields		Services Data Fields
Victim (Contact) Type	Disability	Agency Office
Crime Category	Underserved	Victim Advocate
Crime Type	Income Level	Type of Contact (Method)
Age Range	Relationship to Assailant	Shelter Referral Reason
Ethnicity	Secondary Rel. to Primary	CJ Other Services
		Other Services/Programs
		Referred To

Each of these files reflect the values found in the corresponding Combo/Pick List Boxes in the Data Entry Forms

Record: 1 of 1  
Form View



The teal **Data Validation Menu** (Figure 5) runs a series of queries to identify records with missing data. If these queries display one blank record, or one record with only default values (i.e. Primary), there are no records that failed the query logic. If other records are displayed, you may fix the records by entering the missing data (each query has an explanation at the top of the screen of what is required). Once all these queries have been run and any records corrected, the bottom two “Export” buttons may be used to send redacted data (names, addresses and phones removed) to the NH Department of Justice. These validation queries should also be run before printing reports for your own purposes.

Figure 5

**Microsoft Access - Data Validation Menu : Form**

File Edit View Insert Format Records Tools Window Help

**Data Validation Menu**

These forms will identify data records that need to be fixed in order to properly report the data. If there is just one blank record on the form, or a record that shows only the default values (i.e. "Primary"), you do not have any problem records of that type. Fixing the problem in the forms will also fix them in the data tables.

Blank Female and Male	Blank Other DV Shelter Ref	Blank PRO Support
Blank Age Range	Blank CJ Support	Blank Transportation
Blank Crime Category/Type	Blank TRD Support	Blank Other Services

Once you have run the validation queries above and fixed any records that were missing data, you may run these to create Excel files on diskette to be mailed or emailed as attachments to the NH DOJ.

Export Redacted Victim Data	Export Redacted Services Data
-----------------------------	-------------------------------

Record: 1 of 1

Form View

NUM

The **Outreach Menu** (Figure 6) is an optional feature agencies may utilize to track outreach contacts and statistics. All Outreach data functions, list box file maintenance and reports are one this menu. Note that these transactions are not part of the data that is sent on a quarterly basis to the NH Department of Justice.

Figure 6

The screenshot shows the Microsoft Access application window titled "Microsoft Access - Outreach Menu : Form". The window has a standard menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a toolbar. The main form area has a light blue background. At the top of the form is a title box labeled "Outreach Menu". Below this, there is a section titled "Reports" with a list of buttons: "Outreach by Org Type", "Outreach by Presenter", "Outreach by Topic", "Outreach by Specified Org Type", "Outreach by Specified Presenter", and "Outreach by Specified Topic". To the left of the "Reports" section, there is a button labeled "Enter Outreach Data". Below this, there are three buttons: "Maintain Org Types", "Maintain Presenters", and "Maintain Topics". At the bottom of the form, there is a status bar that says "Record: 1 of 1" and "Form View".

The **Other Functions Menu** (Figure 7) has a couple of useful utilities related to changing names. Since the **Name** field is the key field used to relate/link each victim's one Contact Victim Table record to their Contact Services Table records, changing the name can be problematic. The **Relationship** properties are set to "Cascade Update" and "Cascade Delete." This means that when you change the value in the **Name** field in a Contact Victim Table record, Access automatically changes the Names in the linked Contact Service Records. Deleting a Contact Victim Record will automatically delete all associated Contact Services Table records. This is essential to maintaining the integrity of the relational database which the reporting depends upon. To avoid inadvertent name changes, the data entry forms do not allow the Name field to be changed. The **Change Name** utility prompts the user through changing a name and changes all associated records. The **Find Inactive Victims Query by Name and Date** is designed to assist users in identifying inactive victims where there are many victims with similar names. This is especially helpful with "anonymous" hot line callers where first names may be all that is obtained. It prompts the user for search criterias based on: the oldest date that you want to use to indicate an active victim; the number of characters in the beginning of the Name field you want to search on; and, the name search value. It produces a query listing records that meet the criteria. The query can be printed and used as a guide to change inactive victim names (i.e. putting a "Z" in front of them so they fall to the bottom of the database when sorted by name).

Figure 7

**Other Functions Menu**

Change Victim Name

Find Inactive Victims Query by Name and Date

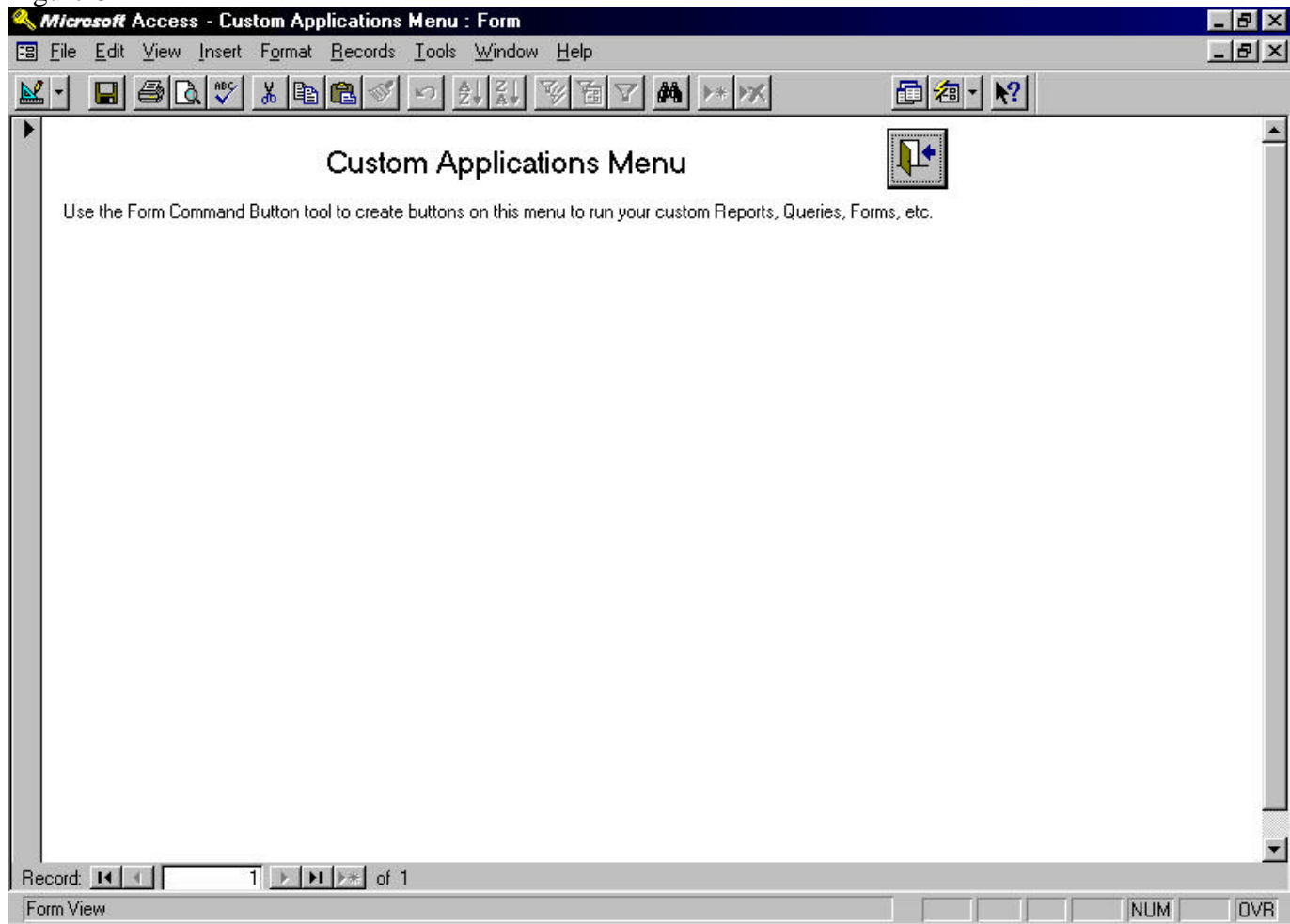
Example: a search criteria with a max date of 1/1/99; 4 characters; "mary" will find and victim records starting with the 4 characters "mary" where the most recent service record is before 1/1/99. The names of "Inactive" victims can be changed (i.e. by inserting a "Z" as the first character) to make finding active victims with common names easier. The names can be changed with the "Change Victim Name" option above or in Datasheet View in the Contact Victims Table.

Record: 1 of 1

Form View

The **Custom Applications Menu** (Figure 8) is reserved for agencies to set up menu buttons to run any queries and/or reports they may have developed. This avoids the danger of a future upgrade wiping out customized menu buttons on other menus.

Figure 8



## Entering Victim Contacts

From the blue Victim Contact Database menu click the large **Enter Victim Contacts** button to get the Enter Victim Data Form (Figure 9). This screen allows you to add a new victim and/or to lookup an existing victim and to then flip over to the Services data entry form to enter the services provided on the contact. Note that many of the data input fields have a small gray box with an arrowhead on the right hand side. These are data value lookup or “combo” boxes that list the possible values for you to pick from when you click on the arrowhead. You may also just start typing into the field and the combo box will feed the values alphabetically into the field. For instance, the City field is hooked to a combo box which accesses a table with all 237 city and town names in the state. To enter Concord as a city name you could click the arrow and scroll down to it on the list or you could start typing it until Concord appears in the field. When you enter the “C”, Campton appears as the first alphabetical possibility. Entering the second letter, “o”, brings up Colebrook but entering the “n” brings up Concord. Combo boxes make data entry faster and more accurate. Typographical errors will result in fractured reporting. For instance, if you enter 500 Domestic Violence cases in a year and you have a 1% error rate typing the words “Domestic Violence” there will be statistics for five Domestic Violence” victims that either won’t appear at all or that will be totaled separately. Using the combo boxes to enter the data values will eliminate this problem. The values in the various combo boxes are controlled from the File Maintenance Menu.

Figure 9

The screenshot shows the Microsoft Access application window titled "Microsoft Access - Enter Victim Data Form : Form". The window has a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a toolbar with various icons. Below the toolbar is a teal-colored header area with buttons for "Find", "Find Next", "Print", "Dupe", "Next", "Prev", "Top", "Bottom", "Undo", and an "EXIT" button. There are also two keyboard shortcuts: "Add a New Victim (F9)" and "Copy Name to Services for Input (F12)".

The main form area contains the following fields and controls:

- Name:** Text box with "Abernathy, Beth".
- Keyvicto:** Text box with "TEST21".
- Mailing Name:** Text box with "Ms. Jill Abernathy".
- ID Number:** Text box.
- Address 1:** Text box with "45 West Way".
- Phone:** Text box with "(603) 555-5555".
- Home:** Combo box.
- Address 2:** Text box with "Apt #2".
- Phone:** Text box with "(603) 666-6666".
- 6-8pm:** Combo box.
- City:** Combo box with "Concord".
- State:** Combo box with "NH".
- Zip Code:** Text box with "03333".
- Female:** Text box with "1".
- Male:** Text box.
- Age:** Text box with "33".
- Age Range:** Combo box with "26-40".
- Ethnicity:** Combo box with "African-American/Black".
- Disability:** Combo box with "Hearing".
- Underserved:** Combo box with "Lang. - Spanish".
- Income:** Combo box with "Middle Class".
- Single Head of Household?:** Text box with "1".
- # of Children:** Text box with "2".
- Children Comment:** Text box with "Erica-2 and Sean- 6 months".
- Initial Contact Date:** Text box with "11/8/97".
- Date of Incident:** Text box with "11/6/97".
- Location:** Combo box with "Victim's Home".
- Victim/Contact Type:** Combo box with "Primary".
- Crime Category:** Combo box with "Domestic Violence".
- Crime Type:** Combo box with "DV Adult - Physical Abuse".
- Assailant Name:** Text box.
- Assailant Substance Abuse:** Combo box with "Alcohol & Drugs".
- Victim Substance Abuse:** Combo box with "None".
- Primary Victim Relationship with Assailant:** Combo box with "Cohabit".
- Secondary Victim Relationship with Primary Victim:** Combo box.
- Referred By:** Combo box with "Outreach".
- Permission to Re-contact:** Text box with "1".
- Comments:** Text box with "May need shelter services soon".

At the bottom of the window, there is a status bar showing "Record: 1 of 24" and a "Form View" button.

## Entering a New Victim Contact

**For a first time contact** you must enter all the Victim data. Click the **Add A New Victim (F9)** button or hit the **F9** key to get a blank Victim data entry form and enter the data as follows:

(\* indicates an optional field)

**Name:** Last, First Name (i.e. Doe, Jane) The contents of this field must be unique as this is the Key Field or link to the records in the Services table. This is a required field. If you are unable to enter a name then we recommend that you use a code. For example; PF-SA-AR-Susan-Conc for a **Primary Female** victim of **Sexual Assault - Adult Rape** named **Susan** from **Concord**. A code of some kind will make it easier to find a matching anonymous victim when they are repeat callers.

**\*Mailing Name:** This optional field may be used if you want to use the database names and/or addresses in form letters, mailing labels, etc. and have the name appear as Ms. Jane Doe.

**\*Address 1:** Enter the mailing address of the victim

**\*Address 2:** Use if you need more space for the address

**City:** Click the arrow on the combo box for a list of cities to pick from or start typing a city name until the correct city name appears in the window.

**State:** The default is always NH but you may enter a different state if you wish.

**Zip:** Enter the zip code

**Key Number:** This field is automatic generated when a victim Name is entered in a new victim record. This is used as a key field on the confidential (no Name) data sent to the NH DOJ and the NH Coalition.

**\*ID Number:** If your agency assigns ID Numbers you may enter them here.

**\*Phone(s):** There are two Phone fields, each with an Combo/lookup field to the right. Enter the area code and phone number without any parentheses and/or dashes. If you wish to flag the number as Home, etc. use the combo/lookup values or type in one of your own (i.e. 6-9pm)

**Female:** If the victim is a Female enter a 1

**OR**

**Male:** If the victim is a Male enter a 1

**NOTE: If there is not a 1 in Female or Male, the victim will not appear in many report statistics.**

**\*Age:** Enter the age of the victim.

**Age Range:** Select from the standard values in the combo box. Used for Federal Civil Rights reporting.

**Ethnicity:** Select from the standard values in the combo box. Used for Federal Civil Rights reporting.

**Disability:** Select from the standard values in the combo box. Used for Federal Civil Rights reporting.

**Underserved:** Select from the standard values in the combo box. Used for Federal Civil Rights reporting.

**\*Income:** Select from the combo box .

**\*Single Head of Household?:** Enter a 1 if the victim is a single head of household.

**\*Number of Children:** Enter the number.

**\*Children Comment:** This can be used to enter the children's names and ages etc. Agencies with HHS Shelter grants may use this field to track the other demographics they need.

**Initial Contact Date:** Enter the date of the call/visit (010798 will be converted to 1/7/98) This is a required field as all the reporting logic uses this date.

**\* Date of Incident:** Enter the date the crime occurred (010798 will be converted to 1/7/98).

**\* Location of Crime:** Enter where the crime occurred or pick a value off the combo list.

**Victim/Contact Type:** Select from the standard values listed in the combo box. This is a required field.

**Crime Category:** Select from the standard values listed in the combo box. This is a required field for Primary and Secondary Victim Types.

**Crime Type:** Select from the standard values listed in the combo box. This is a required field for Primary and Secondary Victim Types.

**\*Assailant Name:** Enter the name of the Assailant.

**\*Assailant Substance Abuse:** Select from the standard values listed in the combo box or enter information as needed.

**\*Victim Substance Abuse:** Select from the standard values listed in the combo box or enter as needed.

**Primary Victim Relationship with Assailant:** Select from the standard values listed in the combo box.

**Or - Use only one of these fields depending on the Victim Type**

**Secondary Victim Relationship with Primary Victim:** Select from the standard values listed in the combo box.

**Referred by:** Select from the standard values listed in the combo box or enter as needed.

**\*Permission to Re-contact:** Enter 1 if Yes.

### **Entering a Repeat Victim Contact**

For a repeat contact place the cursor in the field you wish to look up the victim by (i.e. **Name**) and click the **Find** icon (binoculars) at the top of the screen. Enter what you want to look up in the **Find What** field and choose the type of lookup from the **Match** combo box (Whole Field (i.e. Doe, Jane), Any Part of Field (i.e. Jane), Start of Field (i.e. Do)) and make sure the **Match Case** box is not checked. Click **Find First** or **Find Next** until you locate the record you are seeking. Note that you can also maneuver through the records with the arrow buttons at the top (or left bottom) of the screen. The records are sorted on the Name field. Once the correct victim record is found, it may be edited with any additional information as necessary.

**Hints on Finding Data:** The **Sort** (the **AZ** and **ZA** buttons at the top of the screen) and **Find** (binoculars button) features can be used at any time on any field in a database table. Simply click your cursor in the field you want to sort by and then click the sort or find buttons. It is often very useful to Sort on a field and then do a Find First on the same field. You may then just click down through the records until you find the one you want.

### **When your Victim Record has been Entered or Located**

**When your Victim record is all set and still displayed,** click the **Copy Name to Services for Input (F12)** button at the top of the screen (or hit F12). This will pull up the form for entering the Services data from the victim contact and automatically copy the **Name** and **Keyvicno** fields from the Victim Table. **Always use this button to create any new Services records.**

Go to the next page for instructions on entering the Services data.



## Entering the Services Data from a Victim Contact

The Add Services Data Form (Figure 10) is for entering new Services data records. Always enter new Services by accessing this form from the proper victim record in the Enter Victim Data Form by clicking the Copy Name to Services for Input (F12) button. This will ensure that the necessary link between the Victim and Services tables is secure. Also be sure to utilize the combo box values to ensure that the services data is consistent and accurately recorded.

**Note that when the Name and Keyvicno fields have been copied from the Victim record. These cannot be changed as they provide the link between the Services and Victim records.**

Figure 10

The screenshot displays the 'Add Services Data Form' in Microsoft Access. The form is titled 'Microsoft Access - Add Services Data Form : Form'. It features a standard menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a toolbar with icons for Print, Save, Undo, Redo, and other database functions. The form itself is a purple-colored data entry screen. At the top right, there is an 'EXIT (F5)' button. The form contains numerous fields for data entry, including text boxes for 'Name' (Abernathy, Beth) and 'Keyvicno' (TEST21), dropdown menus for 'Agency Office' (Main Office), 'Contact Method' (Crisis Call), and 'Referred to' (Financial, Housing, Legal), and checkboxes for 'VAWA Project?', 'Emergency Financial Assist.', 'Emergency Legal Advocacy', 'TPO Accompaniment', 'PRO Accompaniment', 'Victims Comp (discussed)', 'Personal Advocacy', 'Transportation', 'Childcare', 'Other Services', 'Crisis Counseling', 'Crisis Hotline', 'Follow-up Contact', 'Group Treatment', 'Shelter/Safe Home', 'Other DV Shltr Ref', 'Medical Care', 'CJ Supp (not T/PROs)', 'IR General - Phone', 'IR Specific - Phone', 'IR Gen -In Person', and 'IR Spc -In Person'. There are also numeric input fields for 'Contact Date' (2/15/00), 'Contact Time', 'Units of Service' (4), 'Miles', and 'Other Services Desc'. A 'Comments' text box is located at the bottom. The status bar at the bottom indicates 'Record: 75 of 75' and 'Form View'.

**Name:** This key field is copied from the Victim record and is used to link the Services record you are creating to the related Victim record. You are not able to change this field.

**Keyvicno:** This field also copied from the Victim record and cannot be changed.

**\*Agency Office:** Agencies with multiple offices and/or shelters may want to use this field to track/report activities by office.

**\*Advocate Name:** Agencies may wish to keep track/report service contacts by advocate.

**\*VAWA Project:** Enter a 1 if you need a way to track/report VAWA services. Many agencies with VAWA grants will not need this as they can track VAWA in other ways (i.e. by office or advocate).

**\*Americorps/Vista Members:** Enter a 1 if you want to track/report summarily for these advocates.

**\*Contact Type:** Office Visit, Office Call, Hotline Call, Shelter, etc.



**Contact Date:** Required field used by reports. Enter 6 digit date (011598) and the program formats it for you (1/15/98)

**\*Contact Time:** Enter 4 digits in military time (1645 for 6:45 pm) and program formats it for you (16:45).

**\*Units of Service or Amount of Time:** NH Coalition agencies are using this field to track Units of Service, one unit being 0-5 minutes, two being 6-10 minutes, etc (enter units as an integer, no decimals). Other agencies are using it to track time by minutes (enter minutes as an integer, no decimals).

**Most of the rest of the Services screen requires that you enter a whole number for the number of times a particular service was provided on this contact. This would normally be a “1” but you may easily provide many services on a given contact and each service would have a 1. Shelter/Safe Home is one service that you would often be using a number greater than 1 (1 for each night spent).**

**Crisis Counseling:** Enter a 1 for each time this service was provided on this contact.

**Crisis Hotline:** Enter a 1 for each time this service was provided on this contact.

**Follow-up Contact:** Enter a 1 for each time this service was provided on this contact.

**Group Treatment:** Enter a 1 for each time this service was provided on this contact.

**Shelter/Safe Home:** Enter a 1 for each night spent. Children staying in the shelter need to have their own Victim and Services records to be properly counted. Since these are often long term stays, agencies may want to key these Services records on a weekly or monthly basis (with a 7 or 30, etc. as the value in the Shelter/Safe Home field and other services provided summarized in a similar manner in these records). Summarizing shelter stats these less often than monthly is not recommended for a variety of reasons.

**Other DV Shltr Ref:** Enter a 1 for a shelter referral and pick a value off the combo box to the right to describe the reason for the referral (or enter your own reason if none on the list apply)

**Medical Care:** Enter a 1 for each time this service was provided on this contact.

**CJ Supp (not T/PROs):** Enter a 1 for a criminal justice support beyond the separately tracked TRO's and PRO's and pick a value off the combo box to the right to describe the reason for the referral (or enter your own reason if none on the list apply. Add new values in File Maintenance).

**Emergency Financial Assist:** Enter a 1 for each time this service was provided on this contact.

**Emergency Legal Advocacy:** Enter a 1 for each time this service was provided on this contact.

**TRO Accompaniment:** Enter a 1 and enter the filing date in the space to the right.

**PRO Accompaniment:** Enter a 1 and enter the filing date in the space to the right.

**Victims Comp (discussed):** Enter a 1 for each time this service was provided on this contact.

**Pers Advocacy:** Enter a 1 for each time this service was provided on this contact.

**Transportation:** Enter a 1 for each time this service was provided and enter the miles (i.e. 12 or 15.5) in box to the right.

**Childcare:** Enter a 1 for each time this service was provided on this contact.

**Other Services:** Enter a 1 for each time this service was provided and pick the service description from the combo box to the right (or enter another if none apply. Add new values in File Maintenance).

**Referred To:** Pick the description from the combo box to the right (or enter another if none apply. Add new values in File Maintenance). There a six fields for up to six referrals on a contact.

**Comments:** Enter up to 50 characters.

When your Services record is complete, click the EXIT button or hit F5 to return to the Enter Victim Data screen.

## **Creating Duplicate Victim Records**

You may want to create duplicate victim records when you have a secondary victim with much of the same information as an existing primary victim). Clicking the **Dupe** button at the top of the Enter Victim Data Form will create a new duplicate record and bring you right into it. **You may have to hit the Tab key** to activate this new record (the cursor may appear at the top or the middle of the form after you Tab). **You have to change the Name** (you may want to add a suffix to end of the name to represent the year, i.e. -99) before the new record can be saved. **You also have to change the Initial Call/Contact Date** to reflect the first contact date.

## **Troubleshooting**

We have seen two types of problems running this system:

- If you attempt to enter a record that is missing data in a required field (Name, Initial Call/Contact, Victim Type or Contact Date) or has a value in the Name field that already exists in another record, Access will not save the record. The error message contains the name of the field and the problem. Simply fix the offending field and the problem disappears. However if this was somehow a mistake and you don't want to save it you will have to "X" out of the form by clicking the lower of the two X's in the upper right hand corner of the screen and answer the prompts to exit without "saving the object."
- If you click a button and get some kind of "performed illegal operation" message that shuts down Access, try rebooting your computer. If the problem happens again after rebooting when you click the same button, it is likely that, through no fault of the user, the button is corrupted and needs to be recreated. Call the Grants Management Unit at 271-7986 and in a few minutes we can walk you through recreating the button.

## **Technical Support**

Generally available from 8 am to 4 pm, Monday through Friday

Grants Management Unit  
New Hampshire Department of Justice  
33 Capitol Street  
Concord, NH 03301  
(603) 271-7986 or 271-7820  
gpalmer@doj.state.nh.us

This manual is available in an Adobe Acrobat format on our website at  
[www.state.nh.us/nhdoj/grants.htm](http://www.state.nh.us/nhdoj/grants.htm)

## **PASSWORD PROTECTION**

You can easily password protect your Victim Contact Database file with tools provided by Access.

**IF YOU LOSE OR FORGET YOUR PASSWORD  
IT CANNOT BE RECOVERED.  
YOU WILL NOT BE ABLE TO OPEN YOUR DATABASE.  
MAKE SURE THIS DOES NOT HAPPEN TO YOU!**

**Please note that Passwords are case-sensitive. Whatever combination of upper and lower case that you use when setting up your password will have to be mimicked each time you enter it!**

To set up your database for password protection:

1. Close the database.
2. On the File Menu, click Open Database.
3. Click the Exclusive check box (located on the far right-hand side) and then open the database.
4. On the Tools menu, point to Security, and then click Set Database Password.
5. In the Password box, type your password and hit Tab (not Enter).
6. In the Verify box, confirm your password by typing the password again and then click OK.

The password is now set. When you close the database and re-open it you will now get a dialog box requesting a password. Only the individuals who enter the correct password will be able to enter the database. Remember that you must type the password **exactly** as you defined it including case sensitivity.

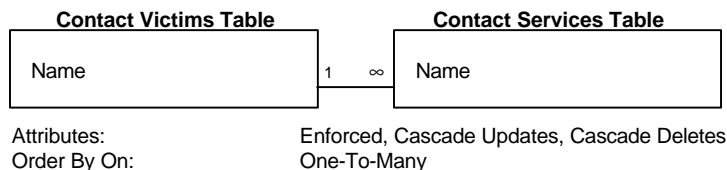
## **APPENDIX A.**

Table: **Contact Victims Table** File Specifications - Contains one record per victim in a calendar year. Related to the Contact Services Table on NAME field. The Keyvicno field is a secondary key field that is used to related the database tables when the name field is removed for confidentiality (i.e. Coalition and NH DOJ databases).

\* = **Optional Field** (will remain in database table but is optional for agency data collection)

<u>Name</u>	<u>Type</u>	<u>Size</u>	<u>Description</u>
<b><u>Vicno</u></b>	Number (Long)	4	Automatic counter used to generate Keyvicno key field
<b><u>Keyvicno</u></b>	Text	10	Automatic Key field -Coaltn & NH DOJ data
Agency Name	Text	50	Defaulted value used in reports, etc.
<b><u>Name</u></b>	Text	35	KEY FIELD - Unique Name, ID #, Code, etc.
* Mailing Name	Text	30	For use in form letters, address labels, etc.
* ID Number	Text	15	Agency identification Number
* Address 1	Text	30	
* Address 2	Text	30	
City	Text	25	
State	Text	2	
Zip Code	Text	10	
* Telephone 1	Text	15	Primary phone number
* Phone 1 Type	Text	10	Home, Work, etc.
* Telephone 2	Text	15	Secondary phone number
* Phone 2 Type	Text	10	Home, Work, etc.
Female	Number (Integer)	2	Gender (1 = Female)
Male	Number (Integer)	2	Gender (1 = Male)
<b><u>Initial Call/Contact Date</u></b>	Date/Time	8	Date of first contact in calendar year
<b><u>Victim Type</u></b>	Text	15	a.k.a. Victim/Contact Type - Primary, Secondary, etc.
Crime Category	Text	25	DV, SA, Stalking, etc.
Crime Type	Text	30	Adult DV - Physical, etc.
Victim's Age Range	Text	7	For Civil Rights, Underserved reporting
* Victim's Age	Text	7	
Victim's Ethnicity	Text	25	For Civil Rights, Underserved reporting
* Number of Children	Number (Integer)	2	Shelter Services may need this
* Children Comment	Text	100	Names, ages, etc.
* Single Head of Household?	Number (Integer)	2	(1 = yes to SOH)
Disability	Text	25	For Civil Rights, Underserved reporting
Underserved	Text	25	For Civil Rights, Underserved reporting
* Income	Text	25	
* Date of Incident	Date/Time	8	
* Location of Incident	Text	20	
Relationship to Assailant	Text	20	Primary Victim's relationship to assailant
* Assailant Name	Text	30	
* Assailant Sub Abuse	Text	20	Assailant abusing drugs, alcohol
* Victim Sub Abuse	Text	20	Victim abusing drugs, alcohol
Secondary Relationship	Text	20	Secondary victim relationship to Primary victim
Referred By	Text	20	
* Permission to Re-contact	Number (Integer)	2	(1 = yes to permission)
* Comments	Text	50	

#### **RELATIONSHIPS**



## **APPENDIX B.**

Table: **Contact Services Table** File Specifications - Contains one record for each victim contact. Multiple records per victim are allowed. Related to the Contact Victims Table on NAME field. The Keyvicno field is a secondary key field that is used to related the database tables when the name field is removed for confidentiality (i.e. Coalition and NH DOJ databases).

\* = **Optional Field** (will remain in database table but is optional for agency data collection)

\*\* = **Optional Field except NH Coalition – Units of Service required for NH Coalition**

<u>Name</u>	<u>Type</u>	<u>Size</u>	<u>Description</u>
Keyvicno	Text	10	Key field from Contact Victims Table
Name	Text	35	Key field from Contact Victims Table
* Agency Office	Text	15	For satellite locations, etc.
* Advocate Name	Text	20	
* VAWA Project?	Number (Integer)	2	(1 = yes) If needed for VAWA reporting
* Americorps/Vista Member?	Number (Integer)	2	(1 = yes)
* Contact Type	Text	25	Office, Phone, etc.
<b>Contact Date</b>	Date/Time	8	Date of Victim Contact
* Contact Time	Date/Time	8	Military time format
** Amount of Time	Number (Long)	4	<b>a.k.a. Units of Service</b> Contact length in integer units/minutes
Crisis Counseling	Number (Integer)	2	(1 = service was provided on this contact)
Crisis Hotline	Number (Integer)	2	(1 = service was provided on this contact)
Follow-up Contact	Number (Integer)	2	(1 = service was provided on this contact)
Group Treatment	Number (Integer)	2	(1 = service was provided on this contact)
Shelter/Safe Home	Number (Integer)	2	(1 = service was provided on this contact)
* Other DV Shelter Ref	Number (Integer)	2	Referred to another shelter (1 = service was provided)
* Shelter Ref Reason	Text	20	Reason for referral to another agency shelter
Medical Care	Number (Integer)	2	(1 = service was provided on this contact)
IR General Phone	Number (Integer)	2	(1 = service was provided on this contact)
IR General In Person	Number (Integer)	2	(1 = service was provided on this contact)
IR Specific Phone	Number (Integer)	2	(1 = service was provided on this contact)
IR Specific In Person	Number (Integer)	2	(1 = service was provided on this contact)
Crim Just Support (not TROs)	Number (Integer)	2	(1 = service was provided on this contact)
* CJ Support Type	Text	20	Description of non TRO/PRO CJ Service
Emergency Financial Assist	Number (Integer)	2	(1 = service was provided on this contact)
Emergency Legal Advocacy	Number (Integer)	2	(1 = service was provided on this contact)
TRO Assistance	Number (Integer)	2	(1 = service was provided on this contact)
TRO Filed (date)	Date/Time	8	
PRO Assistance	Number (Integer)	2	(1 = service was provided on this contact)
PRO Pending (court date)	Date/Time	8	
Victims Comp (discussed)	Number (Integer)	2	(1 = service was provided on this contact)
Personal Advocacy	Number (Integer)	2	(1 = service was provided on this contact)
Transportation	Number (Integer)	2	(1 = service was provided on this contact)
* Transportation Miles	Number (Double)	8	
Childcare	Number (Integer)	2	(1 = service was provided on this contact)
Other Services	Number (Integer)	2	(1 = service was provided on this contact)
* Other Desc	Text	25	Description of other program
* Referred To	Text	20	
* Referred To 2	Text	20	
* Referred To 3	Text	20	
* Referred To 4	Text	20	
* Referred To 5	Text	20	
* Referred To 6	Text	20	
* Comments	Text	50	

## **APPENDIX C.**



## Data Value Master Lists

### **Victim/Contact Type**

Primary  
Secondary  
Third Party  
Abuser  
Offender  
Homeless

### **Crime Category**

Domestic Violence  
Other Nonviolent Crime  
Other Violent Crime  
Sexual Assault  
Stalking

### **Crime Type**

DV Adult  
DV Adult - Dating Violence  
DV Adult - Emotional Abuse  
DV Adult - Physical Abuse  
DV Child  
DV Child - Emotional Abuse  
DV Child - Physical Abuse  
DV Teen  
DV Teen - Dating Violence  
Elder Abuse  
Elder Abuse - Emotional  
Elder Abuse - Physical  
SA Adult  
SA Adult - Physical  
SA Adult - Rape w/ Penetration  
SA Adult Survivor of CSA  
SA Child  
SA Child - Physical  
SA Child - Rape w/ Penetration  
SA Verbal Harassment  
Stalking  
Survivor of Assault  
Survivor of DUI/DWI  
Survivor of Homicide  
Survivor of Robbery  
Survivor of Suicide  
Witness - Adult of Violence  
Witness - Child of DV  
Witness - Child of Violence

**Relationship to Assailant** (The Primary Victim's Relationship to the Assailant)

Acquaintance  
Adolescent Child  
Adult Child  
Child  
Client/Patient  
Cohabit  
Dating  
Divorced  
Employer  
Expartner  
Married  
Multiple Assailants  
Other Relative  
Parent  
Parishioner  
Same Sex Partner  
Separated  
Sibling  
Stranger  
Student  
Teacher  
Unknown

**Secondary Relationship** (The Secondary Victim's Relationship to the Primary Victim)

Child  
Cohabit  
Employer  
Friend  
Married  
Other Relative  
Parent  
Same Sex Partner  
Teacher  
Unknown

**Referred By**

Clergy  
Court  
Self  
Employer  
Friend/Relative  
Lawyer  
Medical Professional  
Mental Health Ctr.  
Outreach  
Police  
Social Services  
Teacher  
Unknown

**Victim's Age**

0-12  
13-17  
18-25  
26-40  
41-60  
60+  
Unknown

**Victim's Ethnicity**

African-American/Black  
Asian/Pacific Islander  
Hispanic  
Multiracial  
Native American/Eskimo  
Unknown  
White, Non-Hispanic

**Disability**

Developmental  
Emotional  
Hearing  
Mobility  
Other Physical  
Visual

**Underserved**

Elderly  
Homosexual  
Lang. - Asian  
Lang. - French  
Lang. - Spanish  
Lang. - Other  
Immigrant  
Migrant Farm Worker  
Rural  
Student/Adolescent  
Transsexual  
Unknown  
Urban

**Income Level** - OPTIONAL

Poverty  
Middle Class  
Upper Middle Class  
Unknown

**Location** - OPTIONAL (these are example values)

Assailant's Home  
Victim's Home

**Substance Abuse** - OPTIONAL (used for Assailant and/or Victim substance abuse)

Alcohol  
Alcohol & Drugs  
Drugs  
None  
Unknown

**Office** - OPTIONAL (these are example values)

At Home  
Main Office  
Satellite 1  
Satellite 2  
Shelter

**Advocate Name** - OPTIONAL (these are example values)

Mary Jones  
Sue Smith

**CJ Service Description** - OPTIONAL (these are example values)

Custody  
Divorce  
Separation

**Type of Contact** - OPTIONAL (these are example values)

Crisis Call  
Office Call  
Shelter  
Walk-in

**Shelter Ref Reason** - OPTIONAL (these are example values)

Full  
Geographic  
Homeless  
Phy. Accessibility  
Rules

**Other Desc** - OPTIONAL (these are example Special Programs)

Abuser Group Treatment  
Substance Abuse Counsel

**Referred To** - OPTIONAL (these are example values)

Legal  
Medical  
Police  
Shelter  
Therapy

## **APPENDIX D.**

**Please note that these sample reports were run from a small set of test data and are not intended to illustrate a typical agency in any manner.**

**ALSO, please note that converting an Access report to a Word format often results in changes in the graphics (i.e. underlines, lines, etc.). The graphics on some of the reports as presented here are somewhat different in the actual Access reports.**

## **Report A – Victim Totals by Type**

### **Reports for Primary and Secondary Victims Only**

**“New” Victims have Initial Call/Contact Date on or after the Beginning Date**

### **Prompts for Beginning and Ending Dates**

See Report #22 for grand total of Primary and Secondary Victims. See Report #33 for reporting other Victim/Contact Types (i.e. Abuser, Homeless, etc.).

## Test Agency Victims Totals by Type Report

For the Period from 1/1/97 to 12/31/97

	New Females	New Males	New Victims	New Contacts	Total Females	Total Males	Total Victims	Total Contacts
<b><u>Primary</u></b>								
<b><u>Domestic Violence</u></b>								
DV Adult - Physical Abuse	5	0	5	16	6	0	6	17
DV Child - Emotional Abuse	1	0	1	1	1	0	1	1
Witness - Child of Violence	0	0	0	0	0	1	1	1
Totals for Domestic Violence	6	0	6	17	7	1	8	19
<b><u>Sexual Assault</u></b>								
SA Adult - Physical	1	0	1	1	1	0	1	1
SA Adult - Rape w/Penetration	2	0	2	6	2	0	2	6
Totals for Sexual Assault	3	0	3	7	3	0	3	7
<b><u>Stalking</u></b>								
Stalking	2	0	2	6	2	0	2	6
Totals for Stalking	2	0	2	6	2	0	2	6
Totals for Primary	11	0	11	30	12	1	13	32
<b><u>Secondary</u></b>								
<b><u>Domestic Violence</u></b>								
DV Adult - Physical Abuse	2	0	2	11	2	0	2	11
Totals for Domestic Violence	2	0	2	11	2	0	2	11
<b><u>Sexual Assault</u></b>								
SA Adult - Rape w/Penetration	0	2	2	9	0	2	2	9
SA Adult Survivor of CSA	0	0	0	0	1	0	1	8
Totals for Sexual Assault	0	2	2	9	1	2	3	17
Totals for Secondary	2	2	4	20	3	2	5	28
Grand Totals	13	2	15	50	15	3	18	60





## **Report B – Services by Crime Category**

### **Reports for Primary and Secondary Victims Only**

### **Prompts for Beginning and Ending Dates**

See Report #1 for Primary/Secondary breakdown. . See Report #34 for reporting other Victim/Contact Types (i.e. Abuser, Homeless, etc.).

Test Agency  
**Services Provided to Victims by Crime Category**  
For the Period from 1/1/97 to 12/31/97

#### **Domestic Violence**

**Total Service Units: 282**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	5	16	Cr Just Sprt (not TROs)	6	7	TRO Accompany	4	5
Crisis Hotline	2	4	IR General-In Pers	1	1	PRO Accompany	3	3
Follow-up Contact	3	4	IR General-Phone	4	4	Victims Comp (disc)	2	4
Group Treatment	3	5	IR Specific-In Pers	2	3	Personal Advocacy	3	23
Shelter/Safe Home	5	52	IR Specific-Phone	2	2	Transportation	5	7
Other DV Shltr Ref	7	9	Emergency Fin. Assist	4	6	Childcare	2	3
Medical Care	2	2	Emergency Legal Advoc	3	4	Other Services	5	7

#### **Sexual Assault**

**Total Service Units: 185**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	6	14	Cr Just Sprt (not TROs)	3	3	TRO Accompany	2	2
Crisis Hotline	4	6	IR General-In Pers	2	2	PRO Accompany	2	2
Follow-up Contact	4	7	IR General-Phone	2	2	Victims Comp (disc)	4	5
Group Treatment	2	5	IR Specific-In Pers	2	2	Personal Advocacy	1	1
Shelter/Safe Home	5	14	IR Specific-Phone	1	1	Transportation	3	3
Other DV Shltr Ref	2	2	Emergency Fin. Assist	2	2	Childcare	2	2
Medical Care	3	4	Emergency Legal Advoc	3	3	Other Services	2	2

#### **Stalking**

**Total Service Units: 45**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	2	2	Cr Just Sprt (not TROs)	0		TRO Accompany	0	
Crisis Hotline	2	2	IR General-In Pers	1	1	PRO Accompany	0	
Follow-up Contact	1	1	IR General-Phone	1	1	Victims Comp (disc)	1	1
Group Treatment	0		IR Specific-In Pers	0		Personal Advocacy	0	
Shelter/Safe Home	1	19	IR Specific-Phone	0		Transportation	0	
Other DV Shltr Ref	1	1	Emergency Fin. Assist	0		Childcare	0	
Medical Care	0		Emergency Legal Advoc	0		Other Services	1	1

#### ***Grand Totals***

**Total Service Units: 512**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	13	32	Cr Just Sprt (not TROs)	9	10	TRO Accompany	6	7
Crisis Hotline	8	12	IR General-In Pers	4	4	PRO Accompany	5	5
Follow-up Contact	8	12	IR General-Phone	7	7	Victims Comp (disc)	7	10
Group Treatment	5	10	IR Specific-In Pers	4	5	Personal Advocacy	4	24
Shelter/Safe Home	11	85	IR Specific-Phone	3	3	Transportation	8	10
Other DV Shltr Ref	10	12	Emergency Fin. Assist	6	8	Childcare	4	5
Medical Care	5	6	Emergency Legal Advoc	6	7	Other Services	8	10

**Report C – Victim Age Range by Category**  
**Reports for Primary and Secondary Victims Only**  
**Prompts for Beginning and Ending Dates**

Test Agency  
***Victim Age Range***  
For the Period from 1/1/97 to 12/31/97

	Age Range	New Victims	Total Victims
<b><i>Domestic Violence</i></b>			
<i>Primary</i>			
Domestic Violence - Primary	13-17	0	1
Domestic Violence - Primary	18 - 25	0	1
Domestic Violence - Primary	26-40	2	2
Domestic Violence - Primary	30-44	2	2
Domestic Violence - Primary	Unknown	2	2
<i>Secondary</i>			
Domestic Violence - Secondary	18-25	1	1
Domestic Violence - Secondary	26-40	1	1
<b><i>Sexual Assault</i></b>			
<i>Primary</i>			
Sexual Assault - Primary	13-17	1	1
Sexual Assault - Primary	18-25	1	1
Sexual Assault - Primary	30-44	1	1
<i>Secondary</i>			
Sexual Assault - Secondary	18-25	1	1
Sexual Assault - Secondary	30-44	0	1
Sexual Assault - Secondary	Unknown	1	1
<b><i>Stalking</i></b>			
<i>Primary</i>			
Stalking - Primary	13-17	1	1
Stalking - Primary	18-25	1	1
<b>Grand Totals:</b>		<b>15</b>	<b>18</b>

**Report D – Primary Victim Relationship to Assailant****Reports Primary Victims Only****Prompts for Beginning and Ending Dates**

Test Agency

**Primary Victim Relationship to Assailant Report**

For the Period from 1/1/97 to 12/31/97

	New Females	New Males	New Victims	Total Females	Total Males	Total Victims
<i>Domestic Violence</i>						
DV Adult - Physical Abuse	0	0	0	1	0	1
Totals for - DV Adult - Physical Abuse	0	0	0	1	0	1
<u>Cohabit</u>						
DV Adult - Physical Abuse	2	0	2	2	0	2
Totals for Cohabit - DV Adult - Physical Abuse	2	0	2	2	0	2
<u>Married</u>						
DV Adult - Physical Abuse	2	0	2	2	0	2
DV Child - Emotional Abuse	1	0	1	1	0	1
Totals for Married - DV Child - Emotional Abuse	3	0	3	3	0	3
<u>Other Relative</u>						
DV Adult - Physical Abuse	1	0	1	1	0	1
Totals for Other Relative - DV Adult - Physical Abuse	1	0	1	1	0	1
<u>Unknown</u>						
Witness - Child of Violence	0	0	0	0	1	1
Totals for Unknown - Witness - Child of Violence	0	0	0	0	1	1
Totals for Domestic Violence	6	0	6	7	1	8
<i>Sexual Assault</i>						
<u>Dating</u>						
SA Adult - Rape w/Penetration	1	0	1	1	0	1
Totals for Dating - SA Adult - Rape w/Penetration	1	0	1	1	0	1
<u>Separated</u>						
SA Adult - Physical	1	0	1	1	0	1
Totals for Separated - SA Adult - Physical	1	0	1	1	0	1
<u>Unknown</u>						
SA Adult - Rape w/Penetration	1	0	1	1	0	1
Totals for Unknown - SA Adult - Rape w/Penetration	1	0	1	1	0	1
Totals for Sexual Assault	3	0	3	3	0	3

**Report E – Secondary Victim Relationship to Victim**  
**Reports Secondary Victims Only**  
**Prompts for Beginning and Ending Dates**

Test Agency  
**Secondary Victim Relationship Report**  
 For the Period from 1/1/97 to 12/31/97

	New Females	New Males	New Victims	New Contacts	Total Females	Total Males	Total Victims	Total Contacts
<b><u>Domestic Violence</u></b>								
DV Adult - Physical Abuse								
Friend	2	0	2	11	2	0	2	11
	2	0	2	11	2	0	2	11
<b><u>Sexual Assault</u></b>								
SA Adult - Rape w/Penetration								
Other Relative	0	2	2	9	0	2	2	9
SA Adult Survivor of CSA								
Partner	0	0	0	0	1	0	1	8
	0	2	2	9	1	2	3	17
Grand Totals	2	2	4	20	3	2	5	28

**Report F – Referrals by Crime Category**  
**Reports Primary and Secondary Victims Only**  
**Prompts for Beginning and Ending Dates**

Test Agency  
**Referrals by Crime Category Report**

For the Period from 1/1/97 to 12/31/97

	New Females	New Males	New Victims	Total Females	Total Males	Total Victims
<i>Domestic Violence</i>						
	0	0	0	1	0	1
Employer	1	0	1	1	0	1
Friend/Relative	1	0	1	1	0	1
Lawyer	1	0	1	1	0	1
Outreach	3	0	3	3	0	3
Police	1	0	1	1	0	1
Self	1	0	1	1	1	2
Totals for Domestic Violence	8	0	8	9	1	10
<i>Sexual Assault</i>						
Medical Professional	1	0	1	2	0	2
Outreach	0	1	1	0	1	1
Police	1	0	1	1	0	1
Self	1	1	2	1	1	2
Totals for Sexual Assault	3	2	5	4	2	6
<i>Stalking</i>						
Self	2	0	2	2	0	2
Totals for Stalking	2	0	2	2	0	2
Grand Totals	13	2	15	15	3	18

## **Report G – Shelter/Safe Housing**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date, Calendar Year Beginning Date and Ending Date**

Message warns user of extra prompt for Calendar Year Beginning Date. This is used in the report logic to ascertain duplicated versus unduplicated guests. An unduplicated guest is one that had not been in the shelter in previous quarters since the beginning of the calendar year. Note that children staying in the shelter need their own Victim and Services records to be properly counted. Also note that since these are often long term stays, agencies may want to key these Services records on a weekly or monthly basis (with a 7 or 30, etc. as the value in the Shelter/Safe Home field and other services provided summarized in a similar manner in these records). Summarizing shelter stats these less often than monthly is not recommended for a variety of reasons.

### Test Agency Shelter Housing Report

For the Period from 10/1/97 to 12/31/97

	<b>Guests</b>	<b>Guests</b>	<b>Total Number</b>	<b>Total Number</b>
	<b>(unduplicated)</b>	<b>(duplicated)</b>	<b>in House</b>	<b>of Bednights</b>
<b>Women:</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>35</b>
<b>Men:</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>8</b>
<b>Children:</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>14</b>

**Report H – Third Party Info and Referral**  
**Reports Third Party Contacts Only**  
**Prompts for Beginning Date and Ending Date**

Test Agency

## Third Party Info and Referral Report

For the Period from 1/1/97 to 12/31/97

Number of Third Parties	# of Contacts IR General Phone	# of Contacts IR General In Person	# of Contacts IR Specific Phone	# of Contacts IR Specific In Person
3	3	1	1	2

**Report I – Victim Ethnicity**  
**Reports Primary and Secondary Victims Only**  
**Prompts for Beginning Date and Ending Date**

Note: Records with this field left blank would be itemized in the first line of the report

Test Agency

## *Primary and Secondary Victim Demographics*

For the Period from 1/1/97 to 12/31/97

Victim Ethnicity:	New Victims	Total Victims
African-American	1	1
African-American/Black	1	1
Asian/Pacific Islander	1	1
Hispanic	1	1
Unknown	7	9
White, Non-Hispanic	4	5
Total:	15	18

## **Report J – Victim Disability**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Note: Records with this field left blank are itemized in the first line of the report

Test Agency

### ***Primary and Secondary Victim Demographics***

For the Period from 1/1/97 to 12/31/97

<u>Victim Disability:</u>	<u>New Victims</u>	<u>Total Victims</u>
	9	12
Developmental	1	1
Emotional	1	1
Hearing	1	1
Mobility	2	2
Mobility Impairment	1	1
Total:	15	18

## **Report K - Underserved**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Note: Records with this field left blank are itemized in the first line of the report

Test Agency

### ***Primary and Secondary Victim Demographics***

For the Period from 1/1/97 to 12/31/97

<u>Underserved Type:</u>	<u>New Victims</u>	<u>Total Victims</u>
	11	14
Immigrant	1	1
Lang. - Spanish	2	2
Migrant Farm Worker	1	1
Total:	15	18



## **Report 1 – Services by Victim Type**

### **Reports Primary and Secondary Victims Only**

### **Prompts for Beginning Date and Ending Date**

Same as Report B but gives breakdown of Primary and Secondary Victims

## **Test Agency Services Provided to Victims by Victim Type**

For the Period from 1/1/97 to 12/31/97

### **Primary Victim Services**

#### **Primary - Domestic Violence**

***Total Service Units: 89***

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	3	7	Cr Just Sprt (not TROs)	4	5	TRO Accompany	2	2
Crisis Hotline	2	4	IR General-In Pers	0		PRO Accompany	2	2
Follow-up Contact	2	3	IR General-Phone	3	3	Victims Comp (disc)	1	2
Group Treatment	2	3	IR Specific-In Pers	1	1	Personal Advocacy	2	21
Shelter/Safe Home	3	32	IR Specific-Phone	1	1	Transportation	3	3
Other DV Shltr Ref	5	6	Emergency Fin. Assist	2	3	Childcare	1	1
Medical Care	1	1	Emergency Legal Advoc	2	3	Other Services	3	4

#### **Primary - Sexual Assault**

***Total Service Units: 168***

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	3	7	Cr Just Sprt (not TROs)	2	2	TRO Accompany	0	
Crisis Hotline	2	3	IR General-In Pers	1	1	PRO Accompany	1	1
Follow-up Contact	2	3	IR General-Phone	1	1	Victims Comp (disc)	2	2
Group Treatment	1	4	IR Specific-In Pers	0		Personal Advocacy	0	
Shelter/Safe Home	2	2	IR Specific-Phone	0		Transportation	1	1
Other DV Shltr Ref	1	1	Emergency Fin. Assist	1	1	Childcare	0	
Medical Care	1	1	Emergency Legal Advoc	2	2	Other Services	0	

#### **Primary - Stalking**

***Total Service Units: 45***

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	2	2	Cr Just Sprt (not TROs)	0		TRO Accompany	0	
Crisis Hotline	2	2	IR General-In Pers	1	1	PRO Accompany	0	
Follow-up Contact	1	1	IR General-Phone	1	1	Victims Comp (disc)	1	1
Group Treatment	0		IR Specific-In Pers	0		Personal Advocacy	0	
Shelter/Safe Home	1	19	IR Specific-Phone	0		Transportation	0	
Other DV Shltr Ref	1	1	Emergency Fin. Assist	0		Childcare	0	
Medical Care	0		Emergency Legal Advoc	0		Other Services	1	1

### **Totals for Primary Victims**

***Total Service Units: 302***

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	8	16	Cr Just Sprt (not TROs)	6	7	TRO Accompany	2	2
Crisis Hotline	6	9	IR General-In Pers	2	2	PRO Accompany	3	3
Follow-up Contact	5	7	IR General-Phone	5	5	Victims Comp (disc)	4	5
Group Treatment	3	7	IR Specific-In Pers	1	1	Personal Advocacy	2	21
Shelter/Safe Home	6	53	IR Specific-Phone	1	1	Transportation	4	4
Other DV Shltr Ref	7	8	Emergency Fin. Assist	3	4	Childcare	1	1
Medical Care	2	2	Emergency Legal Advoc	4	5	Other Services	4	5

## **Secondary Victim Services**

### **Secondary - Domestic Violence**

***Total Service Units: 193***

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	2	9	Cr Just Sprt (not TROs)	2	2	TRO Accompany	2	3
Crisis Hotline	0	0	IR General-In Pers	1	1	PRO Accompany	1	1
Follow-up Contact	1	1	IR General-Phone	1	1	Victims Comp (disc)	1	2
Group Treatment	1	2	IR Specific-In Pers	1	2	Personal Advocacy	1	2
Shelter/Safe Home	2	20	IR Specific-Phone	1	1	Transportation	2	4
Other DV Shltr Ref	2	3	Emergency Fin. Assist	2	3	Childcare	1	2
Medical Care	1	1	Emergency Legal Advoc	1	1	Other Services	2	3

### **Secondary - Sexual Assault**

***Total Service Units: 17***

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	3	7	Cr Just Sprt (not TROs)	1	1	TRO Accompany	2	2
Crisis Hotline	2	3	IR General-In Pers	1	1	PRO Accompany	1	1
Follow-up Contact	2	4	IR General-Phone	1	1	Victims Comp (disc)	2	3
Group Treatment	1	1	IR Specific-In Pers	2	2	Personal Advocacy	1	1
Shelter/Safe Home	3	12	IR Specific-Phone	1	1	Transportation	2	2
Other DV Shltr Ref	1	1	Emergency Fin. Assist	1	1	Childcare	2	2
Medical Care	2	3	Emergency Legal Advoc	1	1	Other Services	2	2

### **Totals for Secondary Victims**

***Total Service Units: 210***

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	5	16	Cr Just Sprt (not TROs)	3	3	TRO Accompany	4	5
Crisis Hotline	2	3	IR General-In Pers	2	2	PRO Accompany	2	2
Follow-up Contact	3	5	IR General-Phone	2	2	Victims Comp (disc)	3	5
Group Treatment	2	3	IR Specific-In Pers	3	4	Personal Advocacy	2	3
Shelter/Safe Home	5	32	IR Specific-Phone	2	2	Transportation	4	6
Other DV Shltr Ref	3	4	Emergency Fin. Assist	3	4	Childcare	3	4
Medical Care	3	4	Emergency Legal Advoc	2	2	Other Services	4	5

## **Grand Totals**

***Total Service Units: 512***

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	13	32	Cr Just Sprt (not TROs)	9	10	TRO Accompany	6	7
Crisis Hotline	8	12	IR General-In Pers	4	4	PRO Accompany	5	5
Follow-up Contact	8	12	IR General-Phone	7	7	Victims Comp (disc)	7	10
Group Treatment	5	10	IR Specific-In Pers	4	5	Personal Advocacy	4	24
Shelter/Safe Home	11	85	IR Specific-Phone	3	3	Transportation	8	10
Other DV Shltr Ref	10	12	Emergency Fin. Assist	6	8	Childcare	4	5
Medical Care	5	6	Emergency Legal Advoc	6	7	Other Services	8	10

## **Report 2 – Services by Agency Office**

### **Reports Primary and Secondary Victims Only**

### **Prompts for Beginning Date, Ending Date and Agency Office**

Uses Report B format for user defined Agency Office

Test Agency

### **Services Provided to Victims by Crime Category**

For the Period from 1/1/97 to 12/31/97

**Agency Office: Main Office**

#### **Domestic Violence**

**Total Service Units: 1**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	1	1	Cr Just Sprt (not TROs)	0		TRO Accompany	0	
Crisis Hotline	0		IR General-In Pers	0		PRO Accompany	0	
Follow-up Contact	0		IR General-Phone	0		Victims Comp (disc)	0	
Group Treatment	0		IR Specific-In Pers	0		Personal Advocacy	0	
Shelter/Safe Home	1	2	IR Specific-Phone	0		Transportation	0	
Other DV Shltr Ref	0		Emergency Fin. Assist	1	1	Childcare	0	
Medical Care	0		Emergency Legal Advoc	0		Other Services	0	

#### **Stalking**

**Total Service Units: 40**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	0		Cr Just Sprt (not TROs)	0		TRO Accompany	0	
Crisis Hotline	1	1	IR General-In Pers	1	1	PRO Accompany	0	
Follow-up Contact	0		IR General-Phone	0		Victims Comp (disc)	1	1
Group Treatment	0		IR Specific-In Pers	0		Personal Advocacy	0	
Shelter/Safe Home	0		IR Specific-Phone	0		Transportation	0	
Other DV Shltr Ref	1	1	Emergency Fin. Assist	0		Childcare	0	
Medical Care	0		Emergency Legal Advoc	0		Other Services	1	1

#### ***Grand Totals***

**Total Service Units: 41**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	1	1	Cr Just Sprt (not TROs)	0		TRO Accompany	0	
Crisis Hotline	1	1	IR General-In Pers	1	1	PRO Accompany	0	
Follow-up Contact	0		IR General-Phone	0		Victims Comp (disc)	1	1
Group Treatment	0		IR Specific-In Pers	0		Personal Advocacy	0	
Shelter/Safe Home	1	2	IR Specific-Phone	0		Transportation	0	
Other DV Shltr Ref	1	1	Emergency Fin. Assist	1	1	Childcare	0	
Medical Care	0		Emergency Legal Advoc	0		Other Services	1	1

### **Report 3 – Services by Victim Advocate**

#### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date, Ending Date and Victim Advocate**

Uses Report B format for user defined Victim Advocate. See Report #23 for same type of report in Report A format.

### **Test Agency Services Provided to Victims by Crime Category**

For the Period from 1/1/97 to 12/31/97

**Advocate Name: Mary Jones**

#### **Domestic Violence**

**Total Service Units: 130**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	1	4	Cr Just Sprt (not TROs)	1	1	TRO Accompany	1	1
Crisis Hotline	1	1	IR General-In Pers	0		PRO Accompany	0	
Follow-up Contact	0		IR General-Phone	0		Victims Comp (disc)	1	1
Group Treatment	1	1	IR Specific-In Pers	0		Personal Advocacy	1	1
Shelter/Safe Home	2	11	IR Specific-Phone	0		Transportation	1	1
Other DV Shltr Ref	0		Emergency Fin. Assist	1	1	Childcare	1	1
Medical Care	0		Emergency Legal Advoc	0		Other Services	0	

#### **Sexual Assault**

**Total Service Units: 6**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	2	4	Cr Just Sprt (not TROs)	1	1	TRO Accompany	2	2
Crisis Hotline	1	1	IR General-In Pers	1	1	PRO Accompany	1	1
Follow-up Contact	1	2	IR General-Phone	1	1	Victims Comp (disc)	2	2
Group Treatment	1	1	IR Specific-In Pers	2	2	Personal Advocacy	1	1
Shelter/Safe Home	1	1	IR Specific-Phone	1	1	Transportation	2	2
Other DV Shltr Ref	1	1	Emergency Fin. Assist	1	1	Childcare	2	2
Medical Care	2	2	Emergency Legal Advoc	1	1	Other Services	2	2

#### ***Grand Totals***

**Total Service Units: 136**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	3	8	Cr Just Sprt (not TROs)	2	2	TRO Accompany	3	3
Crisis Hotline	2	2	IR General-In Pers	1	1	PRO Accompany	1	1
Follow-up Contact	1	2	IR General-Phone	1	1	Victims Comp (disc)	3	3
Group Treatment	2	2	IR Specific-In Pers	2	2	Personal Advocacy	2	2
Shelter/Safe Home	3	12	IR Specific-Phone	1	1	Transportation	3	3
Other DV Shltr Ref	1	1	Emergency Fin. Assist	2	2	Childcare	3	3
Medical Care	2	2	Emergency Legal Advoc	1	1	Other Services	2	2

**Report 4 – Services by Amer/Vista Member**  
**Reports Primary and Secondary Victims Only**  
**Prompts for Beginning Date and Ending Date**

Uses Report B format to report services records where Americorp/Vista Member? field = 1

Please note that some agencies have used this field to flag something other than Americorp/Vista records.

Test Agency  
**Services Provided to Victims by Crime Category**

For the Period from 1/1/97 to 12/31/97

**Americorps/Vista Member? = 1**

**Domestic Violence**

**Total Service Units: 175**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	2	2	Cr Just Sprt (not TROs)	1	1	TRO Accompany	2	2
Crisis Hotline	0		IR General-In Pers	0		PRO Accompany	0	
Follow-up Contact	1	1	IR General-Phone	0		Victims Comp (disc)	2	2
Group Treatment	1	1	IR Specific-In Pers	0		Personal Advocacy	0	
Shelter/Safe Home	1	7	IR Specific-Phone	1	1	Transportation	2	2
Other DV Shltr Ref	1	1	Emergency Fin. Assist	2	2	Childcare	1	1
Medical Care	0		Emergency Legal Advoc	0		Other Services	1	1

**Sexual Assault**

**Total Service Units: 165**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	2	4	Cr Just Sprt (not TROs)	0		TRO Accompany	0	
Crisis Hotline	2	2	IR General-In Pers	1	1	PRO Accompany	1	1
Follow-up Contact	1	2	IR General-Phone	1	1	Victims Comp (disc)	2	2
Group Treatment	1	3	IR Specific-In Pers	0		Personal Advocacy	0	
Shelter/Safe Home	2	2	IR Specific-Phone	0		Transportation	1	1
Other DV Shltr Ref	1	1	Emergency Fin. Assist	1	1	Childcare	0	
Medical Care	1	1	Emergency Legal Advoc	2	2	Other Services	0	

**Stalking**

**Total Service Units: 40**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	0		Cr Just Sprt (not TROs)	0		TRO Accompany	0	
Crisis Hotline	1	1	IR General-In Pers	1	1	PRO Accompany	0	
Follow-up Contact	0		IR General-Phone	0		Victims Comp (disc)	1	1
Group Treatment	0		IR Specific-In Pers	0		Personal Advocacy	0	
Shelter/Safe Home	0		IR Specific-Phone	0		Transportation	0	
Other DV Shltr Ref	1	1	Emergency Fin. Assist	0		Childcare	0	
Medical Care	0		Emergency Legal Advoc	0		Other Services	1	1

***Grand Totals***

***Total Service Units: 380***

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	4	6	Cr Just Sprt (not TROs)	1	1	TRO Accompany	2	2
Crisis Hotline	3	3	IR General-In Pers	2	2	PRO Accompany	1	1
Follow-up Contact	2	3	IR General-Phone	1	1	Victims Comp (disc)	5	5
Group Treatment	2	4	IR Specific-In Pers	0		Personal Advocacy	0	
Shelter/Safe Home	3	9	IR Specific-Phone	1	1	Transportation	3	3
Other DV Shltr Ref	3	3	Emergency Fin. Assist	3	3	Childcare	1	1
Medical Care	1	1	Emergency Legal Advoc	2	2	Other Services	2	2

## **Report 5 – Services for VAWA Project**

### **Reports Primary and Secondary Victims Only**

### **Prompts for Beginning Date and Ending Date**

Uses Report B format to report services records where VAWA Project? field = 1

## **Test Agency Services Provided to Victims by Crime Category**

For the Period from 1/1/97 to 12/31/97

VAWA Project? = 1

### **Domestic Violence**

**Total Service Units: 26**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	2	2	Cr Just Sprt (not TROs)	1	1	TRO Accompany	1	1
Crisis Hotline	0		IR General-In Pers	0		PRO Accompany	0	
Follow-up Contact	0		IR General-Phone	0		Victims Comp (disc)	0	
Group Treatment	0		IR Specific-In Pers	0		Personal Advocacy	0	
Shelter/Safe Home	1	7	IR Specific-Phone	0		Transportation	1	1
Other DV Shltr Ref	1	1	Emergency Fin. Assist	1	1	Childcare	0	
Medical Care	0		Emergency Legal Advoc	0		Other Services	1	1

### **Sexual Assault**

**Total Service Units: 1**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	1	1	Cr Just Sprt (not TROs)	0		TRO Accompany	0	
Crisis Hotline	0		IR General-In Pers	0		PRO Accompany	0	
Follow-up Contact	1	1	IR General-Phone	0		Victims Comp (disc)	1	1
Group Treatment	0		IR Specific-In Pers	0		Personal Advocacy	0	
Shelter/Safe Home	0		IR Specific-Phone	0		Transportation	0	
Other DV Shltr Ref	0		Emergency Fin. Assist	0		Childcare	0	
Medical Care	0		Emergency Legal Advoc	0		Other Services	0	

### ***Grand Totals***

**Total Service Units: 27**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	3	3	Cr Just Sprt (not TROs)	1	1	TRO Accompany	1	1
Crisis Hotline	0		IR General-In Pers	0		PRO Accompany	0	
Follow-up Contact	1	1	IR General-Phone	0		Victims Comp (disc)	1	1
Group Treatment	0		IR Specific-In Pers	0		Personal Advocacy	0	
Shelter/Safe Home	1	7	IR Specific-Phone	0		Transportation	1	1
Other DV Shltr Ref	1	1	Emergency Fin. Assist	1	1	Childcare	0	
Medical Care	0		Emergency Legal Advoc	0		Other Services	1	1

**Report 6 – Victim Totals for VAWA Project**  
**Reports Primary and Secondary Victims Only**  
**Prompts for Beginning Date and Ending Date**

Uses Report A format to report records where VAWA Project? field = 1

Test Agency  
**Victims Totals by Category Report**

For the Period from 1/1/97 to 12/31/97

<b>VAWA Project? = 1</b>	<b>New</b>	<b>New</b>	<b>New</b>	<b>New</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>
	Females	Males	Victims	Contacts	Females	Males	Victims	Contacts
<b><u>Domestic Violence</u></b>								
DV Adult - Physical Abuse	2	0	2	2	2	0	2	2
Totals for Domestic Violence	2	0	2	2	2	0	2	2
<b><u>Sexual Assault</u></b>								
SA Adult Survivor of CSA	0	0	0	0	1	0	1	1
Totals for Sexual Assault	0	0	0	0	1	0	1	1
<b>Grand Totals</b>	2	0	2	2	3	0	3	3

## **Report 7 – Children and Single HOH**

**Reports Primary and Secondary Victims Only**

**Prompts for Beginning Date and Ending Date**

Test Agency

### ***Number of Children Report***

For the Period from 1/1/97 to 12/31/97

<u># of Children</u> <u>in the Family</u>	<u>New Victims</u>	<u>Total Children</u> <u>of New Victims</u>	<u>Total Victims</u>	<u>Total Children</u> <u>of Total Victims</u>
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#### **NOT Single Head of Household**

	0		1	
<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>
<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>3</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>6</b>
	6	7	8	8

#### **Single Head of Household**

<b>2</b>	<b>5</b>	<b>10</b>	<b>5</b>	<b>10</b>
<b>4</b>	<b>2</b>	<b>8</b>	<b>3</b>	<b>12</b>
<b>5</b>	<b>2</b>	<b>10</b>	<b>2</b>	<b>10</b>
	9	28	10	32
	15	35	18	40

## **Report 8 – Victim Income Range**

**Reports Primary and Secondary Victims Only**

**Prompts for Beginning Date and Ending Date**

Note: Records with this field left blank are itemized in the first line of the report

Test Agency

### ***Primary and Secondary Victim Demographics***

For the Period from 1/1/97 to 12/31/97

<u>Victim Income:</u>	<u>New Victims</u>	<u>Total Victims</u>
-----------------------	--------------------	----------------------

	8	10
Middle Class	5	6
Poverty	1	1
Upper Middle Class	1	1
Total:	15	18



## **Report 9 – Location of Incident**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Note: Records with this field left blank are itemized in the first line of the report

Test Agency

### ***Primary and Secondary Victim Demographics***

For the Period from 1/1/97 to 12/31/97

<u>Location of Incident:</u>	<u>New Victims</u>	<u>Total Victims</u>
	9	11
Assailant's Home	1	2
Victim's Home	5	5
<hr/>		
Total:	15	18

## **Report 10 – Assailant Substance Abuse**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Note: Records with this field left blank are itemized in the first line of the report

Test Agency

### ***Primary and Secondary Victim Demographics***

For the Period from 1/1/97 to 12/31/97

<u>Assailant Sub. Abuse:</u>	<u>New Victims</u>	<u>Total Victims</u>
	10	13
Alcohol	2	2
Alcohol & Drugs	2	2
Drugs	1	1
<hr/>		
Total:	15	18

## **Report 11 – Victim Substance Abuse**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Note: Records with this field left blank are itemized in the first line of the report

No sample provided. This report is identical to Report #10 above but instead reports on the Victim Substance Abuse field.

## **Report 12 – Victim Totals by Town**

### **Reports Primary and Secondary Victims Only**

### **Prompts for Town Name, Beginning Date and Ending Date**

Uses Report A format to report victim data for a user specified town.

See Report 24 for a report subtotaled by Town for All Towns.

## Test Agency Victims Totals by Town Report

For the Period from 1/1/97 to 12/31/97

<b>Town: Concord</b>	<b>New</b>	<b>New</b>	<b>New</b>	<b>New</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>
	<b>Females</b>	<b>Males</b>	<b>Victims</b>	<b>Contacts</b>	<b>Females</b>	<b>Males</b>	<b>Victims</b>	<b>Contacts</b>

### **Primary**

#### **Domestic Violence**

DV Adult - Physical Abuse	3	0	3	14	3	0	3	14
Totals for Domestic Violence	3	0	3	14	3	0	3	14

#### **Sexual Assault**

SA Adult - Rape w/Penetration	1	0	1	4	1	0	1	4
Totals for Sexual Assault	1	0	1	4	1	0	1	4

#### **Stalking**

Stalking	1	0	1	4	1	0	1	4
Totals for Stalking	1	0	1	4	1	0	1	4

Totals for Primary	5	0	5	22	5	0	5	22
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### **Secondary**

#### **Domestic Violence**

DV Adult - Physical Abuse	1	0	1	9	1	0	1	9
Totals for Domestic Violence	1	0	1	9	1	0	1	9

#### **Sexual Assault**

SA Adult - Rape w/Penetration	0	1	1	5	0	1	1	5
SA Adult Survivor of CSA	0	0	0	0	1	0	1	8
Totals for Sexual Assault	0	1	1	5	1	1	2	13

Totals for Secondary	1	1	2	14	2	1	3	22
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Grand Totals	6	1	7	36	7	1	8	44
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## **Report 13 – Services by Town**

### **Reports Primary and Secondary Victims Only**

### **Prompts for Town Name, Beginning Date and Ending Date**

Uses Report B format to report services data for a user specified town.

See Report 25 for a report subtotaled by Town for All Towns.

## **Test Agency Services Provided to Victims by Crime Category**

For the Period from 1/1/97 to 12/31/97

**Town: Concord**

### **Domestic Violence**

**Total Service Units: 251**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	4	14	Cr Just Sprt (not TROs)	4	5	TRO Accompany	2	3
Crisis Hotline	2	4	IR General-In Pers	1	1	PRO Accompany	2	2
Follow-up Contact	2	3	IR General-Phone	3	3	Victims Comp (disc)	2	4
Group Treatment	2	4	IR Specific-In Pers	1	2	Personal Advocacy	3	23
Shelter/Safe Home	3	31	IR Specific-Phone	2	2	Transportation	3	5
Other DV Shltr Ref	3	5	Emergency Fin. Assist	3	5	Childcare	2	3
Medical Care	2	2	Emergency Legal Advoc	2	3	Other Services	3	5

### **Sexual Assault**

**Total Service Units: 149**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	3	9	Cr Just Sprt (not TROs)	2	2	TRO Accompany	1	1
Crisis Hotline	3	5	IR General-In Pers	2	2	PRO Accompany	2	2
Follow-up Contact	3	6	IR General-Phone	1	1	Victims Comp (disc)	2	3
Group Treatment	2	5	IR Specific-In Pers	1	1	Personal Advocacy	1	1
Shelter/Safe Home	3	8	IR Specific-Phone	1	1	Transportation	2	2
Other DV Shltr Ref	2	2	Emergency Fin. Assist	2	2	Childcare	1	1
Medical Care	2	3	Emergency Legal Advoc	2	2	Other Services	1	1

### **Stalking**

**Total Service Units: 43**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	1	1	Cr Just Sprt (not TROs)	0		TRO Accompany	0	
Crisis Hotline	1	1	IR General-In Pers	1	1	PRO Accompany	0	
Follow-up Contact	0		IR General-Phone	0		Victims Comp (disc)	1	1
Group Treatment	0		IR Specific-In Pers	0		Personal Advocacy	0	
Shelter/Safe Home	1	19	IR Specific-Phone	0		Transportation	0	
Other DV Shltr Ref	1	1	Emergency Fin. Assist	0		Childcare	0	
Medical Care	0		Emergency Legal Advoc	0		Other Services	1	1

### ***Grand Totals***

**Total Service Units: 443**

	individuals	contacts		individuals	contacts		individuals	contacts
Crisis Counseling	8	24	Cr Just Sprt (not TROs)	6	7	TRO Accompany	3	4
Crisis Hotline	6	10	IR General-In Pers	4	4	PRO Accompany	4	4
Follow-up Contact	5	9	IR General-Phone	4	4	Victims Comp (disc)	5	8
Group Treatment	4	9	IR Specific-In Pers	2	3	Personal Advocacy	4	24
Shelter/Safe Home	7	58	IR Specific-Phone	3	3	Transportation	5	7
Other DV Shltr Ref	6	8	Emergency Fin. Assist	5	7	Childcare	3	4
Medical Care	4	5	Emergency Legal Advoc	4	5	Other Services	5	7

## **Report 14 – Shelter/Safe by Town**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date, Calendar Year Beginning Date, Ending Date, Town Name**

Uses Report G format to report services data for a user specified town.

Test Agency

## **Shelter Housing Report**

For the Period from 10/1/97 to 12/31/97

Town: Concord

	<b>Guests</b>	<b>Guests</b>	<b>Total Number</b>	<b>Total Number</b>
	<b>(unduplicated)</b>	<b>(duplicated)</b>	<b>in House</b>	<b>of Bednights</b>
<b>Women:</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>3</b>
<b>Men:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Children:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **Report 15 – Other Services**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Provides breakdown totals for the contents of the Other Services description field (Other Desc).

Test Agency

## **Other Services Report**

For the Period from 1/1/97 to 12/31/97

<b>Other Services Description</b>	<b>Individuals</b>	<b>Services Count</b>
Abuser Counseling	1	2
Medical Accompaniment	1	1
Special Prog 1	4	4
Special Prog 2	2	3
<b>Grand Totals:</b>	<b>8</b>	<b>10</b>

## **Report 16 - Crim Just Other Services**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Provides breakdown totals for the contents of the CJ Supp(not T/PROs) description field (CJ Support Type).

Test Agency

## **Criminal Justice Other Services Report**

For the Period from 1/1/97 to 12/31/97

<u>CJ Other Services Description</u>	<u>Individuals</u>	<u>Services Count</u>
Bail Hearing	2	2
Custody	2	3
Divorce	1	1
Separation	3	3
Viol. of Past Order	1	1
Grand Totals:	9	10

## **Report 17 – Shelter Referrals**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Provides breakdown totals for the contents of the Other DV Shltr Ref description field (Shelter Ref Reason).

Note that if the Other DV Shltr Ref field is used (usually contains a 1) but the description/reason field is left blank, the first detail line of the report displays a sum of these blanks.

Test Agency

## **Other Shelter Referrals Report**

For the Period from 1/1/97 to 12/31/97

<u>Other Shelter Referral Reason</u>	<u>Individuals</u>	<u>Services Count</u>
	1	1
Full	3	4
Homeless	1	1
Red Dot List	2	2
Referred to Another	1	1
Rules	3	3
Grand Totals:	11	12

**Report 18 – Shelter Demographics**  
**Reports Primary and Secondary Victims Only**  
**Prompts for Beginning Date and Ending Date**

Prints selected demographic data and comment fields to aid agencies in preparing HHS shelter statistics.

Test Agency

# Shelter Demographics Report

For the Period from 1/1/97 to 12/31/97

Name	Female	Male	Children	Single	HoH?	Age/Age Range	Ethnicity	Nights
Keyvicno	Children	Comment						
	Disability					Underserved		
Abernathy, Beth	1		2		1	33 26-40	African-American/Black	11
TEST21	Erica-2 and Sean- 6 months							
	Hearing					Lang. - Spanish		
Abernathy, Jill	1		2		1	33 26-40	White, Non-Hispanic	13
TEST1	Beth - 2, Joshua - 6 months							
	Mobility					Lang. - Spanish		
Bildwell, Francene	1		1			30-44	Unknown	2
TEST2	James, age 7, 2nd grade							
Bob		1	0			Unknown	Unknown	5
TEST3								
	Mobility							
Doran, Paul		1	3			18-25	Hispanic	5
TEST4	Steven - 8, 3rd grade; Diane - 6, kindergarten; Gail - 2 1/2							
	Developmental					Migrant Farm Worker		
Garcia, Jordan	1		2		1	23 18-25	White, Non-Hispanic	19
TEST5								
Jones, Mary	1		5		1	25 18-25	African-American	1
TEST6	2,3,5,7,8							
	Mobility Impairment							
Jones, Susan	1		5		1	18 18-25	Asian/Pacific Islander	7
TEST19								
	Emotional					Immigrant		
Peasley, Mary	1		4		1	34 30-44	White, Non-Hispanic	1
TEST8	Mike,Jake,Charlie,Phil							
Peasley, Phil		1	4		1	13-17	White, Non-Hispanic	14
TEST22	son of Mary							
Roberts, Diane	1		1			43 30-44	White, Non-Hispanic	7
TEST10	Samantha, age 4, in preschool 3 days/wk							
Totals	8	3	29		7			85

## **Report 19 – Transportation/Miles**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Provides totals for the Transportation Miles field.

Test Agency

## **Transportation Report**

For the Period from 1/1/97 to 12/31/97

	<u>Individuals</u>	<u>Rides Provided</u>	<u>Miles</u>
Grand Totals:	8	10	196.2

## **Report 20 – Referred To**

### **Prompts for Beginning Date and Ending Date**

Provides totals for the six Referred To fields.

Test Agency

## **Referred To Report**

For the Period from 1/1/97 to 12/31/97

<u>Referred To Description</u>	<u>Individuals</u>	<u>Count</u>
Housing	1	1
Legal	2	2
Medical	3	3
Police	5	6
Shelter	1	1
Social Services	2	4
Therapy	2	2
Grand Totals:	16	19

## **Report 21 – Mailing Labels**

### **Prompts for Beginning Date and Ending Date**

Creates mailing labels for victim records where the Mailing Name field is not blank and where the Initial Call/Contact Date falls in the user specified date range. Intended as a sample of how the Access data can be used for mailings, mail merges, etc.

No sample provided

## **Report 22 – Victim Totals by Category**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Uses Report A format but does not break down by Primary and Secondary

No sample provided

## **Report 23 – Victim Totals by Victim Advocate**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date, Ending Date and Victim Advocate**

Uses Report A format for user defined Victim Advocate. See Report #3 for same type of report in Report B format.

No sample provided

## **Report 24 – Victim Totals for All Towns**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Uses Report A format but subtotals and page breaks by Town.

See Report #12 for a report for user specified Town and Report #30 for report for all Counties.

No sample provided

## **Report 25 – Services for All Towns**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Uses Report B format but subtotals and page breaks by Town.

See Report #13 for a report for user specified Town and Report #31 for report for all Counties.

No sample provided



## **Report 26 – United Way Service Units by Town Except GT +Sh**

### **Reports Primary and Secondary Victims Only**

### **Prompts for Beginning Date and Ending Date**

First of three reports providing data the United Way requests. This report subtotals service contacts (called units by UW) by town not including those for Group Treatment and Shelter. Reports #27 & #28 break those out separately.

Test Agency  
**Service Units by Town Report** (except GT and Shelter)  
For the Period from 1/1/97 to 12/31/97

	Total Females	Total Males	Total Victims	New Victims	Total Contacts	Service Units
<b>Acworth</b>						
Third Party -	0	1	1	1	2	4
Totals for Third Party	0	1	1	1	2	4
Totals for Acworth	0	1	1	1	2	4
<b>Bow</b>						
Primary - Sexual Assault	1	0	1	1	1	2
Totals for Primary	1	0	1	1	1	2
Secondary - Sexual Assault	0	1	1	1	4	9
Totals for Secondary	0	1	1	1	4	9
Totals for Bow	1	1	2	2	5	11
<b>Concord</b>						
Primary - Domestic Violence	3	0	3	3	14	60
Primary - Sexual Assault	1	0	1	1	4	17
Primary - Stalking	1	0	1	1	4	6
Totals for Primary	5	0	5	5	22	83
Secondary - Domestic Violence	1	0	1	1	9	34
Secondary - Sexual Assault	1	1	2	1	13	30
Totals for Secondary	2	1	3	2	22	64
Totals for Concord	7	1	8	7	44	147
<b>Epsom</b>						
Secondary - Domestic Violence	1	0	1	1	2	8
Totals for Secondary	1	0	1	1	2	8
Totals for Epsom	1	0	1	1	2	8

**Note: some have been eliminated to fit sample on one page**

Grand Totals	Females	Males	Total Victims	New Victims	Total Contacts	Service Units
	17	4	21	18	65	196

## **Report 27 - United Way Group Treatment Service Units by Town**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Second of three reports providing data the United Way requests. This report is the same format as Report #26. It subtotals service contacts (called units by UW) for Group Treatment only.

No sample provided

## **Report 28 - United Way Shelter Service Units by Town**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Third of three reports providing data the United Way requests. This report is the same format as Report #26. It subtotals service contacts (called units by UW) for Shelter/Safe Home nights only.

No sample provided

## **Report 29 – Third Party I and R for All Towns**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Same format as Report H but subtotals by Town.

No sample provided

## **Report 30 – Victim Totals by County**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Uses Report A format but subtotals and page breaks by County. See Report #24 for same report by Town.

No sample provided

## **Report 31 – Services by County**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Uses Report B format but subtotals and page breaks by County. See Report #25 for same report by Town.

No sample provided

## **Report 32 – Services by Agency Contact Type**

### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Uses Report B format but subtotals by Contact Type (Crisis Call, Office Call, Walk-in, etc.).

No sample provided

### **Report 33 – Contacts by Specified Contact Type**

#### **Reports User Specified Victim/Contact Type**

#### **Prompts for Beginning Date, Ending Date and Victim/Contact Type**

Uses Report A format for user specified Victim/Contact Type (Primary, Secondary, etc.). This allows the agency to use the normal report format to report Abusers, Homeless, etc.

No sample provided

### **Report 34 – Services by Specified Contact Type**

#### **Reports User Specified Victim/Contact Type**

#### **Prompts for Beginning Date, Ending Date and Victim/Contact Type**

Uses Report B format for user specified Victim/Contact Type (Primary, Secondary, etc.). This allows the agency to use the normal report format to report Abusers, Homeless, etc.

No sample provided

### **Report 35 – Primary Relationship for Specified Town**

#### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date, Ending Date and Town**

Uses Report D format for user specified Town.

No sample provided

### **Report 36 – Secondary Relationship for Specified Town**

#### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date, Ending Date and Town**

Uses Report E format for user specified Town.

No sample provided

### **Report 37 – Victim Totals by Agency Office**

#### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Uses Report A format and subtotals and page breaks by Agency Office field (Main Office, Satellite, etc.)

No sample provided

### **Report 38 – Services for Shelter Guests**

#### **Reports Primary and Secondary Victims Only**

#### **Prompts for Beginning Date and Ending Date**

Uses Report B format for services records where the Shelter/Safe Home is larger than zero.

No sample provided

# Outreach Reports

There are six Outreach reports all in the format shown below. They can all be accessed from the Outreach Menu. The three main reports subtotal by Organization Type (below), Topic and Presenter for all records in the user defined date range. The other three reports allow the user to run the same report formats for a specific, user defined Organization Type, Presenter and Advocate. Please note that the Outreach data transactions are not included in the “Export Redacted Data” features on the Data Validation Menu.

Test Agency

## Outreach Report

For the Period from 1/1/99 to 12/31/99

Date	Organization Name	Topic	Presenter	Number of Attendees	Time	Pres Time	Trav Time	Trav Miles
<u>Civic Organization</u>								
2/15/99	Patriots Booster Club	Domestic Violence	Todd	43	0.75	0.75	1.50	62.50
6/15/99	Test Agency	Test	Claude	23	1.25	0.75	0.33	8.00
Summary for Civic Organization (2 detail records)				66	2.00	1.50	1.83	70.50
<u>Community Education</u>								
6/25/99	Kiwanis Health Fair	Domestic Violence	Todd	20	1.25	0.30	0.75	35.00
Summary for Community Education (1 detail record)				20	1.25	0.30	0.75	35.00
<u>School - Middle/Junior School</u>								
6/20/99	JFK Junior High	Date Abuse	Poindexter	85	2.25	1.50	0.25	5.00
Summary for School - Middle/Junior School (1 detail record)				85	2.25	1.50	0.25	5.00
<b>Grand Totals</b>				<b>171</b>	<b>5.50</b>	<b>3.30</b>	<b>2.83</b>	<b>110.50</b>

## **Technical Support**

Generally available from 8 am to 4 pm, Monday through Friday

Grants Management Unit  
New Hampshire Department of Justice  
33 Capitol Street  
Concord, NH 03301  
(603) 271-7986 or 271-7820  
gpalmer@doj.state.nh.us

This manual is available in an Adobe Acrobat format on our website at  
[www.state.nh.us/nhdoj/grants.htm](http://www.state.nh.us/nhdoj/grants.htm)